



Meetings are held at the
Ilwaco Community Building Meeting Room
158 First Ave North in Ilwaco, WA

**CITY OF ILWACO
CITY COUNCIL MEETING
Monday, October 12, 2015**

**5:00 p.m. BUDGET WORKSHOP
6:00 p.m. REGULAR COUNCIL MEETING**

AGENDA

- A. Call to order**
- B. Flag Salute**
- C. Roll Call**
- D. Approval of Agenda**

- E. Consent Agenda**

All matters, which are listed within the consent section of the agenda, have been distributed or made available for review to each member of the council prior to the meeting. Items listed are considered routine and will be enacted with one motion unless a council member specifically requests it to be removed from the Consent Agenda to be considered separately. The staff recommends the approval of the following items:

- 1. Approval of Minutes (TAB 1)
 - a. September 25, 2015 Emergency Meeting
 - b. September 28, 2015 Regular Meeting
 - c. October 6, 2015 Special Meeting
- 2. Claims & Vouchers (TAB 2)
 - a. Checks: 38260 to 38267 + electronic payments \$42,815.63
 - b. Checks: 38268 to 38315 \$50,433.84
 - GRAND TOTAL: \$93,249.47

- F. Reports**

- 1. Staff Reports (TAB 3)
 - a. Police Chief Report
- 2. Council Reports
- 3. Mayor's Report

- G. Comments of Citizens and Guests Present**

At this time, the mayor will call for any comments from the public on any subject not on the agenda. Please limit your comments to five (5) minutes. The City Council does not take any

action or make any decisions during public comment. To request an item be added to a future agenda, please contact the city clerk for the council rules of procedure for agenda items.

H. Public Hearing – City of Ilwaco Comprehensive Plan Adoption

I. Business

1. Interlocal Agreement with the Port of Ilwaco for Fire Protection Services (TAB 4) – *Karnofski/Jensen*
2. Ordinance Establishing Procedures for Billing Errors (TAB 5) – *Marshall*
3. Shoreline Master Program Update Grant Amendment No. 1 (TAB 6) - *Cassinelli*

J. Discussion

1. City of Ilwaco Comprehensive Plan Adoption (TAB 9) – *Cassinelli*
2. Contract with CWCOC for Planner Services (TAB 10)– *Jensen/Marshall*

K. Executive Session – Review Performance of Public Employee

L. Correspondence and Written Reports

L. Future Discussion/Agendas

1. Sewer Conservation Loan Program - *Karnofski*
2. Personnel Policy – Termination Process – *Jensen/Karnofski*
3. Neighborhood Preservation Ordinance - *Cassinelli*
4. Ordinance Amending Title 8 – Health and Safety - *Cassinelli*
5. Ordinance Amending Critical Areas - *Cassinelli*
6. Fence Height – *Jensen*
7. Ordinance Establishing Conditional Use Permit Extensions – *Cassinelli*
8. Contract with Office 365 for Email Services – *Karnofski*

M. Adjournment N. Upcoming Meetings

COUNCIL/COMMISSION	PURPOSE	DAY	DATE	TIME	LOCATION
City Council	Regular Meeting	Monday	10/26/15 11/09/15	6:00 p.m.	Community Building
City Council	Workshop – Budget	Monday	10/12/15	5:00 p.m.	Community Building
City Council	Workshop – Duties of Council & Mayor	Wednesday	10/14/15	4:00 p.m.	Community Building
Planning Commission	Regular Meeting	Tuesday	11/10/15	6:00 p.m.	Community Building
Parks & Rec. Commission	Regular Meeting	Tuesday	10/13/15	6:00 p.m.	Ilwaco Fire Hall
Port/City Meeting	Regular Meeting	Tuesday	11/10/15	5:00 p.m.	Port Meeting Rm



**CITY OF ILWACO
EMERGENCY CITY COUNCIL MEETING
Friday, September 25, 2015**

A. Call to Order

1. Mayor Cassinelli called the meeting to order at 11:33 a.m.

B. Roll Call

1. Present: Mayor Cassinelli and Councilmembers Jensen, Karnofski, Marshall, Chambreau, and Forner.

C. Approval of Agenda

ACTION: Motion to approve the agenda. (Karnofski/Marshall) 5 Ayes 0 Nays 0 Abstain.

D. Business

1. **Wastewater Treatment Facility Operator Contract**

Councilmember Karnofski asked if the Mayor had a certain contractor in mind, the Mayor explained that they are still looking for someone. Some discussion continued about DOE compliance and reports.

ACTION: Motion to enter into a temporary contract for a Wastewater Treatment Plant Operator. (Marshall/Chambreau) 5 Ayes 0 Nays 0 Abstain

E. Discussion

1. **Wastewater Treatment Facility Operator Contract**

Mayor Cassinelli explained the current situation, both WWTF operators are no longer employed with the City of Ilwaco. Gray & Osborne employee Susan Welland is currently running the plant and will continue through October 2nd, 2015. After that DOE is requiring that the plant have a level II operator present during working hours. Therefore that leaves the City with an interim solution of hiring a contractor prior to a new City WWTF manger.

**ACTION: Motion to move to business at this meeting.
(Jensen/Chambreau) 5 Ayes 0 Nays 0 Abstain**

F. Adjournment

1. **Motion to adjourn the meeting (Jensen)** Mayor Cassinelli adjourned the meeting at 11:37 a.m.

Mike Cassinelli, Mayor

Ariel Smith, Treasurer



**CITY OF ILWACO
CITY COUNCIL MEETING
Monday September 28, 2015**

A. Call to Order

1. Mayor Cassinelli called the meeting to order at 6:00pm.

B. Flag Salute

1. The Pledge of Allegiance was recited.

C. Roll Call

1. Present: Mayor Cassinelli and Councilmembers Jensen, Marshall, Chambreau, and Forner. Councilmember Karnofski was absent.

D. Approval of Agenda

1. **ACTION: Motion to approve agenda. (Chambreau/Forner) 4 Ayes 0 Nays 0 Abstain.**

E. Approval of Consent Agenda

1. Including Checks 38231 to 382324 + Electronic totaling \$19,462.17 and Checks: 38233 to 38259 totaling \$136,464.82 for a grand total of \$155,926.99.
ACTION: Motion to approve the consent agenda. (Chambreau/Forner). 4 Ayes 0 Nays 0 Abstain.

F. Reports

1. **Staff Reports**

- i. **Fire Chief Report**

On Wednesday, Sept 30 the fire department will assist with the county wide emergency drill at 6pm at the Port of Ilwaco. The Ilwaco fire warning siren is still not working properly but the cause should be known this week.

- ii. **Clerk's Report**

SMP has been submitted to DOE, Water Source Plan has received comments from DOH which are being incorporated, Comp Plan has submitted for the 14 day SEPA review period.

- iii. **Treasurer's Report**

Included in agenda packet, no questions from council.

2. **Commission Reports**

- i. **Parks and Recreation Commission**

Nick Haldeman reported that fundraising is continuing to go well for the new park (thank you to Don Nisbett for hosting the FUNdraiser!), and an update will be given during the discussion later in the meeting. The new and improved trails at Black Lake are getting a lot of use, trails are ready for high school track events.

3. Council Reports

- i. Councilmember Jensen attended a meeting with Councilmember Karnofski, Fire Chief Williams, and Port Manager Guy Glenn Jr to discuss the interlocal agreement. Edits are being brought in front of council as a discussion this evening. Also attended the FUNdraiser!, and Parks & Rec meeting on 9/23.
- ii. Councilmember Marshall also attended the FUNdraiser!, along with several other committee and budget meetings. Prepared a briefing for staff regarding briefing materials, is working on drafting the water/waste water plant job descriptions, and has concerns with lack of involvement over the Comprehensive Plan.
- iii. Councilmember Chambreau attended the Port/City meeting, as well as several budget and personnel committee workshops.
- iv. Councilmember Forner attended the Port/City meeting. Mentioned a lack of donations from other councilmember for the city park grant, and commented on the full eclipse of the harvest moon on the 27th. The Fire Department will be accepting donations of canned food in exchange for candy for trick or treaters on Halloween.

4. Mayor's Report

- i. Mayor Cassinelli attended several special meetings and workshops for personnel, budget, and Parks & Rec. Also attended TAX, PCOG and the Port/City meetings. The Planning committee has selected a new planner through Cowlitz-Wahkiakum Council of Governments (CWCOG). Power was out at City Hall all day today, but up and running with generators. Thanks to PUD for getting out to make the fix.

G. Comments of Citizens and Guests Present

1. Taylor Hallowell is new to the area through an AmeriCorps team targeting local youth through the Big Brothers and Big Sisters program. Children ages 6-18 are eligible, and adults are needed as mentors as well as the children to mentor.

H. Business

I. Discussion

1. Ordinance Establishing Conditional Use Permit Extensions

Councilmember Marshall asked how many Conditional Use Permits the City currently has issued. Would like to see an administrative procedure that would not entail a letter direct to the Council; Council approval is OK though. Would also like to see a longer period of time which an owner can lapse in use before requesting an extension. Five years extension was recommended. Jensen didn't like an extension as long as 5 years. Marshall suggested an alternate extension period of 3 years and pointed out that the

expiration period for non-use of a Conditional Use Permit in Tacoma is two years compared to Ilwaco's 1 year expiration.

ACTION: None taken at this meeting.

2. Ordinance Amending Home Occupation Criteria

Councilmember Marshall asked why we are reviewing this and had overlooked the issue of the IMC having criteria for this allowed use under conditional uses. Councilmember Jensen stated that the intention of the ordinance may not be clear, and by removing this criterion would allow for unsuspected loop holes.

ACTION: None taken at this meeting.

3. Contract with Office 365 for Email Services

Cost has not been incorporated into the 2016 budget proposal. Councilmember Marshall would like additional quotes from other email service companies. Discussion to be continued with incorporation into the 2016 budget.

ACTION: None taken at this meeting.

4. Interlocal Agreement with Port of Ilwaco for Fire Protection Services

Councilmember Jensen briefed the council on the edits from the meeting with Councilmember Karnofski, Chief Williams, and Guy Glenn. Edits include an indefinite expiration and begin date of January 2015 so that the city will receive funds for the current year. \$1500 of the yearly payment shall be reserved for purchasing equipment utilized by the port, and the amount can be rolled over into future budget years.

ACTION: Move to business at next meeting.

5. Ordinance Establishing Procedures for Billing Errors

Language from the City Attorney was presented to council and found acceptable.

ACTION: Move to business at next meeting.

6. Shoreline Master Program Update Grant Amendment No. 1

ACTION: Move to business at next meeting.

7. Certify Funding for Ilwaco Park RCO Grant

Parks and Recreation Commission requests a certification by the city in order to move forward on the October 9th deadline for commitment of the amount we will be requesting for match through the RCO grant. Councilmember Marshall requested a copy of the letter which the council will be acknowledging. Parks and Rec will draft the letter. Council will either hold a special meeting to review and approve, or the letter will be emailed to the council for individual input prior to staff sending to RCO. This is not a requirement of the grant application, but a request from Parks and Rec. The RCO grant contract will be drawn from our requested amount and placed before council for approval.

ACTION: None taken at this meeting.

J. Future Discussion/Agendas

1. Sewer Conservation Loan Program - *Karnofski*
2. Personnel Policy – Termination Process – *Jensen/Karnofski*
3. Comprehensive Plan Update – *Cassinelli*
4. Neighborhood Preservation Ordinance - *Cassinelli*

5. Ordinance Amending Title 8 – Health and Safety – *Cassinelli*
6. Ordinance Amending Critical Areas – *Cassinelli*
7. Fence Height - *Jensen*

K. Motion to adjourn the meeting (Jensen) Mayor Cassinelli adjourned the meeting at 7:01 p.m.

Mike Cassinelli, Mayor

Holly Beller, City Clerk



**CITY OF ILWACO
SPECIAL CITY COUNCIL MEETING
Tuesday, October 6, 2015**

A. Call to Order

1. Mayor Cassinelli called the meeting to order at 4:30 p.m.

B. Roll Call

1. Present: Mayor Cassinelli and Councilmembers Karnofski, Marshall, Chambreau, and Forner. Absent Councilmember Jensen.

C. Approval of Agenda

ACTION: Motion to approve the agenda. (Karnofski/Forner) 4 Ayes 0 Nays 0 Abstain.

D. Business

1. **Templin Foundation Grant**

ACTION: I move for the Mayor to sign the terms of the agreement with the Templin Foundation and accept the funds. (Chambreau/Forner) 4 Ayes 0 Nays 0 Abstain

2. **RCO Match Certification**

Councilmember Karnofski thanked Nick Haldeman and the Parks and Recreation Commission for all the effort and hard work over the last couple of months. Parks and Rec will still be going door to door, and business to business to solicit donations. An additional list of potential donors will be getting donation request letters.

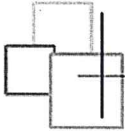
ACTION: I move for the Mayor to sign the terms of the RCO match certification and accept the funds. (Karnofski/Forner) 4 Ayes 0 Nays 0 Abstain

E. Adjournment

1. **Motion to adjourn the meeting (Forner)** Mayor Cassinelli adjourned the meeting at 4:37 p.m.

Mike Cassinelli, Mayor

Holly Beller, City Clerk



Register

Number	Name	Fiscal Description	Amount
38260	Fero, Jimmie W	2015 - October - First meeting	\$1,123.36
38261	Williams, Thomas R	2015 - October - First meeting	\$978.22
38262	AWC - Life Insurance	2015 - October - First meeting	\$13.40
38263	AWC Employee Benefit Trust	2015 - October - First meeting	\$4,831.22
38264	Dept of Labor & Industry	2015 - October - First meeting	\$4,630.65
38265	Dept of Retirement - Def Comp	2015 - October - First meeting	\$155.00
38266	Dept of Retirement Systems	2015 - October - First meeting	\$6,363.93
38267	Employment Security Dept.	2015 - October - First meeting	\$1,799.34
Beller, Holly Celeste	ACH Pay - 1648	2015 - October - First meeting	\$1,294.12
Benson, Austin	ACH Pay - 1649	2015 - October - First meeting	\$1,050.62
Cassinelli, Michael	ACH Pay - 1650	2015 - October - First meeting	\$423.96
Chambreau, Jon H.	ACH Pay - 1651	2015 - October - First meeting	\$181.91
Forner, Gary	ACH Pay - 1653	2015 - October - First meeting	\$399.55
Gray, Richard Roy	ACH Pay - 1654	2015 - October - First meeting	\$1,262.91
Gustafson, David M.	ACH Pay - 1655	2015 - October - First meeting	\$1,899.83
Hazen, Warren M.	ACH Pay - 1656	2015 - October - First meeting	\$3,831.21
Jensen, David	ACH Pay - 1657	2015 - October - First meeting	\$181.91
Marshall, Fred	ACH Pay - 1658	2015 - October - First meeting	\$181.91
Mc Kee, David A	ACH Pay - 1659	2015 - October - First meeting	\$1,731.45
Mulinix, Vinessa	ACH Pay - 1660	2015 - October - First meeting	\$181.11
Richardson, Troy	ACH Pay - 1661	2015 - October - First meeting	\$1,706.94
Smith, Ariel	ACH Pay - 1662	2015 - October - First meeting	\$1,243.99
Staples, Terri P	ACH Pay - 1663	2015 - October - First meeting	\$383.53
EFT-10-5-15	U.S. Treasury Department	2015 - October - First meeting	\$6,215.56
			\$42,815.63

I, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered or the labor performed as described herein, that any advance payment is due and payable pursuant to a contract or is available as an option for full or partial fulfillment of a contractual obligation, and that the claim is a just, due and unpaid obligation against the City of Ilwaco, and that I am authorized to authenticate and certify said claims.

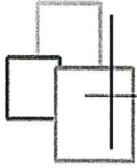
Treasurer

38260 through 38267 and electronic payments totalling \$42,815.63 are approved this 12th day of October, 2015.

Council member

Council member

Council member



Register

Fiscal: 2015
Deposit Period: 2015 - October
Check Period: 2015 - October - First meeting

Number	Name	Print Date	Amount
Bank of the Pacific	8023281		
Check			
<u>38268</u>	A Sparkling Castle	10/12/2015	\$455.00
<u>38269</u>	A-1 Redi Mix	10/12/2015	\$2,443.49
<u>38270</u>	ABECO Office Systems	10/12/2015	\$76.20
<u>38271</u>	Allied 100	10/12/2015	\$288.00
<u>38272</u>	ALS Environmental	10/12/2015	\$71.00
<u>38273</u>	Art's Auto Parts, Inc.	10/12/2015	\$57.79
<u>38274</u>	Beach Batteries, Inc.	10/12/2015	\$4.84
<u>38275</u>	Box-K Auto Repair, Inc.	10/12/2015	\$1,313.41
<u>38276</u>	Calvert Technical Services, Inc.	10/12/2015	\$372.26
<u>38277</u>	Cartomation, Inc.	10/12/2015	\$50.00
<u>38278</u>	Chinook Observer	10/12/2015	\$51.06
<u>38279</u>	City of Ilwaco	10/12/2015	\$2,524.21
<u>38280</u>	City of Long Beach	10/12/2015	\$16,555.79
<u>38281</u>	Dennis CO	10/12/2015	\$255.15
<u>38282</u>	Englund Marine Supply Inc	10/12/2015	\$629.69
<u>38283</u>	Fastenal Company	10/12/2015	\$675.36
<u>38284</u>	Goulter Diamond Bar Ranch	10/12/2015	\$1,300.00
<u>38285</u>	HD Fowler Company	10/12/2015	\$447.41
<u>38286</u>	Heather Reynolds, Attorney	10/12/2015	\$4,235.40
<u>38287</u>	Home Depot Credit Services	10/12/2015	\$161.99
<u>38288</u>	IFOCUS Consulting Inc.	10/12/2015	\$517.50
<u>38289</u>	John Deere Financial	10/12/2015	\$1,082.23
<u>38290</u>	K & L Supply, Inc.	10/12/2015	\$722.26
<u>38291</u>	Kris Kaino	10/12/2015	\$412.00
<u>38292</u>	Kubwater Resources Inc.	10/12/2015	\$2,749.88
<u>38293</u>	L N Curtis & Sons	10/12/2015	\$1,465.82
<u>38294</u>	Lazerquick	10/12/2015	\$51.25
<u>38295</u>	LEAF	10/12/2015	\$130.00
<u>38296</u>	Nancy McAllister	10/12/2015	\$412.00
<u>38297</u>	Naselle Rock & Asphalt	10/12/2015	\$150.03
<u>38298</u>	Northstar Chemical, Inc.	10/12/2015	\$963.20
<u>38299</u>	Northwest Motor Service	10/12/2015	\$936.57
<u>38300</u>	Oman & Son	10/12/2015	\$511.35
<u>38301</u>	Pacific CO Auditor	10/12/2015	\$32.00
<u>38302</u>	Peninsula Sanitation Service, Inc.	10/12/2015	\$375.57
<u>38303</u>	Purchase Power	10/12/2015	\$500.00
<u>38304</u>	Sherwin-Williams	10/12/2015	\$1,284.41
<u>38305</u>	Sid's IGA	10/12/2015	\$36.17
<u>38306</u>	Sunset Auto Parts Inc.	10/12/2015	\$116.95

<u>38307</u>	Troy Richardson	10/12/2015	\$116.39
<u>38308</u>	USA Blue Book	10/12/2015	\$281.92
<u>38309</u>	Verizon Wireless	10/12/2015	\$92.59
<u>38310</u>	Visa	10/12/2015	\$876.77
<u>38311</u>	WA State Dept. of Ecology	10/12/2015	\$300.00
<u>38312</u>	WA State Treasurer	10/12/2015	\$2,159.37
<u>38313</u>	Wadsworth Electric	10/12/2015	\$1,002.03
<u>38314</u>	Wilcox & Flegel Oil Co.	10/12/2015	\$775.53
<u>38315</u>	William R. Penoyar, Attorney at Law	10/12/2015	\$412.00
		Total Check	\$50,433.84
		Total 8023281	\$50,433.84
		Grand Total	\$50,433.84

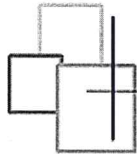
Treasurer

38268 through 38315 totalling \$50,433.84 are approved this 12th day of October, 2015.

Council member

Council member

Council member



Voucher Directory

Vendor	Number	Reference	Account Number	Description	Amount
A Sparkling Castle					
	38268	2015 - October - First meeting			
		Invoice - 10/2/2015 12:36:40 PM			
			001-000-000-514-20-31-00	Office & Operating Supplies	\$80.00
			001-000-000-522-10-31-01	Training/Attendance	\$40.00
			001-000-000-572-50-41-00	Custodian Library	\$335.00
		Total Invoice - 10/2/2015 12:36:40 PM			
					\$455.00
	Total 38268				\$455.00
Total A Sparkling Castle					\$455.00
A-1 Redi Mix					
	38269	2015 - October - First meeting			
		Invoice - 10/2/2015 12:03:29 PM			
			8214 & 8222		
			001-000-000-594-14-62-00	Governmental Facility	\$2,443.49
		Total Invoice - 10/2/2015 12:03:29 PM			
					\$2,443.49
	Total 38269				\$2,443.49
Total A-1 Redi Mix					\$2,443.49
ABECO Office Systems					
	38270	2015 - October - First meeting			
		Invoice - 10/5/2015 4:05:41 PM			
			90422		
			001-000-000-514-20-31-00	Office & Operating Supplies	\$19.05
			101-000-000-543-30-30-00	Office And Operating	\$19.05
			401-000-000-534-00-31-00	Operation & Maintenance	\$19.05
			409-000-000-535-00-31-01	Operations And Maintenance	\$19.05
		Total Invoice - 10/5/2015 4:05:41 PM			
					\$76.20
	Total 38270				\$76.20
Total ABECO Office Systems					\$76.20
Allied 100					
	38271	2015 - October - First meeting			
		Invoice - 10/7/2015 10:43:18 AM			
			533781		
			001-000-000-522-10-31-00	Office & Operating Supplies	\$288.00
		Total Invoice - 10/7/2015 10:43:18 AM			
					\$288.00
	Total 38271				\$288.00
Total Allied 100					\$288.00
ALS Environmental					
	38272	2015 - October - First meeting			
		Invoice - 10/2/2015 12:13:11 PM			
			51-314289-0		
			409-000-000-535-00-31-02	Chemicals	\$71.00
		Total Invoice - 10/2/2015 12:13:11 PM			
					\$71.00
	Total 38272				\$71.00
Total ALS Environmental					\$71.00
Art's Auto Parts, Inc.					
	38273	2015 - October - First meeting			
		Invoice - 10/2/2015 12:16:38 PM			
			17525		
			101-000-000-542-30-35-00	Roadway Equipment	\$14.45
			401-000-000-534-00-31-00	Operation & Maintenance	\$14.45
			408-000-000-531-38-31-01	Operations & Maintenance	\$14.45
			409-000-000-535-00-31-01	Operations And Maintenance	\$14.44
		Total Invoice - 10/2/2015 12:16:38 PM			
					\$57.79
	Total 38273				\$57.79
Total Art's Auto Parts, Inc.					\$57.79
Beach Batteries, Inc					
	38274	2015 - October - First meeting			
		Invoice - 10/2/2015 12:15:54 PM			
			35714		
			101-000-000-542-30-35-00	Roadway Equipment	\$4.84
		Total Invoice - 10/2/2015 12:15:54 PM			
					\$4.84

Total 38274			\$4.84
Total Beach Batteries, Inc			\$4.84
Box-K Auto Repair, Inc.			
38275			
		2015 - October - First meeting	
Invoice - 10/6/2015 11:47:00 AM			
40381			
001-000-000-522-60-48-00		Vehicle & Equipment	\$1,313.41
Total Invoice - 10/6/2015 11:47:00 AM			\$1,313.41
			\$1,313.41
			\$1,313.41
Total 38275			
Total Box-K Auto Repair, Inc.			
Calvert Technical Services, Inc.			
38276			
		2015 - October - First meeting	
Invoice - 10/2/2015 12:06:30 PM			
4379			
409-000-000-535-00-41-02		Professional Services -	\$372.26
Total Invoice - 10/2/2015 12:06:30 PM			\$372.26
			\$372.26
			\$372.26
Total 38276			
Total Calvert Technical Services, Inc.			
Cartomation, Inc.			
38277			
		2015 - October - First meeting	
Invoice - 10/2/2015 12:35:22 PM			
001-000-000-557-20-41-00		Ilwaco Web Page	\$50.00
		GIS map storage	
Total Invoice - 10/2/2015 12:35:22 PM			\$50.00
			\$50.00
			\$50.00
Total 38277			
Total Cartomation, Inc.			
Chinook Observer			
38278			
		2015 - October - First meeting	
Invoice - 10/5/2015 4:06:12 PM			
September			
001-000-000-511-30-44-00		Official Publications	\$51.06
Total Invoice - 10/5/2015 4:06:12 PM			\$51.06
			\$51.06
			\$51.06
Total 38278			
Total Chinook Observer			
City of Ilwaco			
38279			
		2015 - October - First meeting	
Invoice - 10/2/2015 12:25:10 PM			
001-000-000-511-60-47-02		City Sewer - Museum	\$40.81
001-000-000-514-20-47-02		Water - City Hall	\$55.66
001-000-000-514-20-47-03		Sewer - City Hall	\$83.91
001-000-000-514-20-47-04		Storm Drainage	\$25.12
001-000-000-522-50-47-01		Water	\$158.58
001-000-000-522-50-47-02		Sewer	\$225.78
001-000-000-522-50-47-03		Storm Drainage	\$70.47
001-000-000-572-50-47-01		City Water	\$161.09
001-000-000-572-50-47-02		City Sewer	\$231.27
001-000-000-572-50-47-03		Storm Drainage	\$10.99
001-000-000-575-50-40-02		Community Building Water	\$0.00
001-000-000-575-50-40-03		Community Building Sewer	\$0.00
001-000-000-576-80-47-01		Water-Parks, Sprinklers, Blk	\$190.72
001-000-000-576-80-47-02		Sewer-Parks, Black Lake	\$55.85
001-000-000-576-80-47-03		Storm Drainage	\$21.98
409-000-000-535-00-47-02		Water	\$495.85
409-000-000-535-00-47-03		Sewer	\$663.14
409-000-000-535-00-47-05		Storm Drainage	\$32.99
Total Invoice - 10/2/2015 12:25:10 PM			\$2,524.21
			\$2,524.21
			\$2,524.21
Total 38279			
Total City of Ilwaco			
City of Long Beach			
38280			
		2015 - October - First meeting	
Invoice - 10/2/2015 12:17:52 PM			
March-September Building Fees			
001-000-000-322-10-00-01		Building Permit Fees	\$1,294.10
Total Invoice - 10/2/2015 12:17:52 PM			\$1,294.10
Invoice - 10/2/2015 12:34:26 PM			
001-000-000-521-10-50-00		Law Enforcement Contract	\$15,261.69
Total Invoice - 10/2/2015 12:34:26 PM			\$15,261.69
			\$16,555.79
			\$16,555.79
Total 38280			
Total City of Long Beach			
Dennis CO			
38281			
		2015 - October - First meeting	
Invoice - 10/2/2015 12:01:13 PM			
September			

	001-000-000-522-10-31-01	Training/Attendance	\$10.77
	001-000-000-594-14-62-00	Governmental Facility	\$54.94
	101-000-000-542-67-30-00	Street Cleaning	\$29.36
	401-000-000-534-00-31-00	Operation & Maintenance	\$160.08
	Total Invoice - 10/2/2015 12:01:13 PM		\$255.15
Total 38281			\$255.15
Total Dennis CO			\$255.15
Englund Marine Supply Inc			\$255.15
38282			
	2015 - October - First meeting		
	Invoice - 10/5/2015 4:41:33 PM		
	Sept		
	001-000-000-594-14-62-00	Governmental Facility	\$200.40
	101-000-000-542-67-30-00	Street Cleaning	\$138.11
	401-000-000-534-00-31-00	Operation & Maintenance	\$206.21
	409-000-000-535-00-31-01	Operations And Maintenance	\$84.97
	Total Invoice - 10/5/2015 4:41:33 PM		\$629.69
Total 38282			\$629.69
Total Englund Marine Supply Inc			\$629.69
Fastenal Company			
38283			
	2015 - October - First meeting		
	Invoice - 10/2/2015 12:13:34 PM		
	ORAST38873		
	409-000-000-535-00-31-01	Operations And Maintenance	\$574.14
	Total Invoice - 10/2/2015 12:13:34 PM		\$574.14
	Invoice - 10/2/2015 12:14:57 PM		
	ORAST38874		
	401-000-000-534-00-31-00	Operation & Maintenance	\$101.22
	Total Invoice - 10/2/2015 12:14:57 PM		\$101.22
Total 38283			\$675.36
Total Fastenal Company			\$675.36
Goulter Diamond Bar Ranch			
38284			
	2015 - October - First meeting		
	Invoice - 10/2/2015 12:35:10 PM		
	409-000-000-535-00-45-00	Spray Sludge Disposal Site	\$1,300.00
	sludge site		
	Total Invoice - 10/2/2015 12:35:10 PM		\$1,300.00
Total 38284			\$1,300.00
Total Goulter Diamond Bar Ranch			\$1,300.00
HD Fowler Company			
38285			
	2015 - October - First meeting		
	Invoice - 10/2/2015 12:14:02 PM		
	O4997604		
	401-000-000-534-00-31-00	Operation & Maintenance	\$223.70
	409-000-000-535-00-31-01	Operations And Maintenance	\$223.71
	Total Invoice - 10/2/2015 12:14:02 PM		\$447.41
Total 38285			\$447.41
Total HD Fowler Company			\$447.41
Heather Reynolds, Attorney			
38286			
	2015 - October - First meeting		
	Invoice - 10/5/2015 4:08:13 PM		
	September		
	001-000-000-515-30-41-00	Legal Services	\$1,836.00
	409-000-000-535-00-41-00	Attorney Fees	\$2,399.40
	Total Invoice - 10/5/2015 4:08:13 PM		\$4,235.40
Total 38286			\$4,235.40
Total Heather Reynolds, Attorney			\$4,235.40
Home Depot Credit Services			
38287			
	2015 - October - First meeting		
	Invoice - 10/2/2015 12:07:29 PM		
	4590936		
	001-000-000-522-10-31-01	Training/Attendance	\$161.99
	Total Invoice - 10/2/2015 12:07:29 PM		\$161.99
Total 38287			\$161.99
Total Home Depot Credit Services			\$161.99
IFOCUS Consulting Inc.			
38288			
	2015 - October - First meeting		
	Invoice - 10/5/2015 4:09:53 PM		
	9309		
	001-000-000-514-20-41-00	Professional Services	\$120.00
	401-000-000-534-00-41-04	Professional Services -	\$120.00
	409-000-000-535-00-41-02	Professional Services -	\$120.00
	Total Invoice - 10/5/2015 4:09:53 PM		\$360.00
	Invoice - 10/6/2015 12:02:45 PM		

		9324		
		401-000-000-534-00-41-04	Professional Services -	\$52.50
		409-000-000-535-00-41-02	Professional Services -	\$105.00
		Total Invoice - 10/6/2015 12:02:45 PM		\$157.50
Total 38288				\$517.50
Total IFOCUS Consulting Inc.				\$517.50
John Deere Financial				
38289				
			2015 - October - First meeting	
		Invoice - 10/2/2015 12:36:26 PM		
		001-000-000-591-48-71-01	John Deer Mower 8157-96 -	\$1,000.00
		001-000-000-592-48-83-00	John Deer Mower 8157-96 -	\$82.23
		Total Invoice - 10/2/2015 12:36:26 PM		\$1,082.23
Total 38289				\$1,082.23
Total John Deere Financial				\$1,082.23
K & L Supply, Inc.				
38290				
			2015 - October - First meeting	
		Invoice - 10/2/2015 12:06:05 PM		
		39149		
		409-000-000-535-00-31-02	Chemicals	\$722.26
		Total Invoice - 10/2/2015 12:06:05 PM		\$722.26
Total 38290				\$722.26
Total K & L Supply, Inc.				\$722.26
Kris Kaino				
38291				
			2015 - October - First meeting	
		Invoice - 10/2/2015 12:35:04 PM		
		001-000-000-512-50-40-03	Municipal Court Services	\$412.00
		Total Invoice - 10/2/2015 12:35:04 PM		\$412.00
Total 38291				\$412.00
Total Kris Kaino				\$412.00
Kubwater Resources Inc.				
38292				
			2015 - October - First meeting	
		Invoice - 10/2/2015 12:06:52 PM		
		05166		
		409-000-000-535-00-31-02	Chemicals	\$1,374.94
		Total Invoice - 10/2/2015 12:06:52 PM		\$1,374.94
		Invoice - 10/6/2015 8:30:01 AM		
		05181		
		409-000-000-535-00-31-02	Chemicals	\$1,374.94
		Total Invoice - 10/6/2015 8:30:01 AM		\$1,374.94
Total 38292				\$2,749.88
Total Kubwater Resources Inc.				\$2,749.88
L N Curtis & Sons				
38293				
			2015 - October - First meeting	
		Invoice - 10/6/2015 11:47:49 AM		
		2129253-00		
		001-000-000-522-10-31-00	Office & Operating Supplies	\$1,465.82
		Total Invoice - 10/6/2015 11:47:49 AM		\$1,465.82
Total 38293				\$1,465.82
Total L N Curtis & Sons				\$1,465.82
Lazerquick				
38294				
			2015 - October - First meeting	
		Invoice - 10/5/2015 4:07:25 PM		
		22919		
		001-000-000-514-20-31-00	Office & Operating Supplies	\$51.25
		Total Invoice - 10/5/2015 4:07:25 PM		\$51.25
Total 38294				\$51.25
Total Lazerquick				\$51.25
LEAF				
38295				
			2015 - October - First meeting	
		Invoice - 10/2/2015 12:05:45 PM		
		5982370		
		001-000-000-514-20-31-00	Office & Operating Supplies	\$22.10
		001-000-000-522-10-31-00	Office & Operating Supplies	\$20.80
		101-000-000-543-30-30-00	Office And Operating	\$22.10
		401-000-000-534-00-31-00	Operation & Maintenance	\$22.10
		408-000-000-531-38-31-01	Operations & Maintenance	\$20.80
		409-000-000-535-00-31-01	Operations And Maintenance	\$22.10
		Total Invoice - 10/2/2015 12:05:45 PM		\$130.00
Total 38295				\$130.00
Total LEAF				\$130.00
Nancy McAllister				
38296				
			2015 - October - First meeting	
		Invoice - 10/2/2015 12:34:59 PM		

	001-000-000-512-50-40-03	Municipal Court Services	\$412.00
	Court services		
	Total Invoice - 10/2/2015 12:34:59 PM		\$412.00
Total 38296			\$412.00
Total Nancy McAllister			\$412.00
Naselle Rock & Asphalt			
38297			
	2015 - October - First meeting		
	Invoice - 10/5/2015 4:06:37 PM		
	25978		
	001-000-000-594-14-62-00	Governmental Facility	\$150.03
	Total Invoice - 10/5/2015 4:06:37 PM		\$150.03
Total 38297			\$150.03
Total Naselle Rock & Asphalt			\$150.03
Northstar Chemical, Inc.			
38298			
	2015 - October - First meeting		
	Invoice - 10/2/2015 12:04:22 PM		
	65817		
	401-000-000-534-00-31-01	Chemicals	\$963.20
	Total Invoice - 10/2/2015 12:04:22 PM		\$963.20
Total 38298			\$963.20
Total Northstar Chemical, Inc.			\$963.20
Northwest Motor Service			
38299			
	2015 - October - First meeting		
	Invoice - 10/2/2015 12:04:46 PM		
	FRI1531		
	401-000-000-534-00-31-00	Operation & Maintenance	\$936.57
	Total Invoice - 10/2/2015 12:04:46 PM		\$936.57
Total 38299			\$936.57
Total Northwest Motor Service			\$936.57
Oman & Son			
38300			
	2015 - October - First meeting		
	Invoice - 10/5/2015 4:15:30 PM		
	481		
	001-000-000-522-10-31-00	Office & Operating Supplies	\$106.82
	001-000-000-594-14-62-00	Governmental Facility	\$336.36
	401-000-000-534-00-31-00	Operation & Maintenance	\$68.17
	Total Invoice - 10/5/2015 4:15:30 PM		\$511.35
Total 38300			\$511.35
Total Oman & Son			\$511.35
Pacific CO Auditor			
38301			
	2015 - October - First meeting		
	Invoice - 10/7/2015 10:43:49 AM		
	Release of Lien 914 Spruce St		
	001-000-000-514-31-40-00	Recording Fees	\$32.00
	Total Invoice - 10/7/2015 10:43:49 AM		\$32.00
Total 38301			\$32.00
Total Pacific CO Auditor			\$32.00
Peninsula Sanitation Service, Inc.			
38302			
	2015 - October - First meeting		
	Invoice - 10/5/2015 4:05:01 PM		
	001-000-000-514-20-47-01	Garbage Bills	\$285.22
	409-000-000-535-00-47-04	Garbage Services	\$90.35
	Total Invoice - 10/5/2015 4:05:01 PM		\$375.57
Total 38302			\$375.57
Total Peninsula Sanitation Service, Inc.			\$375.57
Purchase Power			
38303			
	2015 - October - First meeting		
	Invoice - 10/6/2015 12:07:25 PM		
	postage		
	001-000-000-514-20-31-00	Office & Operating Supplies	\$166.67
	401-000-000-534-00-31-06	Office & Customer Service	\$166.67
	409-000-000-535-00-31-08	Office Supplies & Customer	\$166.66
	Total Invoice - 10/6/2015 12:07:25 PM		\$500.00
Total 38303			\$500.00
Total Purchase Power			\$500.00
Sherwin-Williams			
38304			
	2015 - October - First meeting		
	Invoice - 10/2/2015 12:11:55 PM		
	6577-8		
	409-000-000-535-00-31-01	Operations And Maintenance	\$1,252.64
	Total Invoice - 10/2/2015 12:11:55 PM		\$1,252.64
	Invoice - 10/2/2015 12:15:22 PM		
	8519-8		

		101-000-000-542-70-31-00	Roadside Operating	\$31.77
		Total Invoice - 10/2/2015 12:15:22 PM		\$31.77
Total Sherwin-Williams	Total 38304			\$1,284.41
Sid's IGA	38305			\$1,284.41
		2015 - October - First meeting		
		Invoice - 10/5/2015 4:31:33 PM		
		Sept		
		001-000-000-522-10-31-00	Office & Operating Supplies	\$5.97
		401-000-000-534-00-31-00	Operation & Maintenance	\$5.00
		409-000-000-535-00-31-01	Operations And Maintenance	\$25.20
		Total Invoice - 10/5/2015 4:31:33 PM		\$36.17
Total Sid's IGA	Total 38305			\$36.17
Sunset Auto Parts Inc.	38306			\$36.17
		2015 - October - First meeting		
		Invoice - 10/7/2015 10:44:25 AM		
		Sept		
		001-000-000-594-14-62-00	Governmental Facility	\$61.65
		408-000-000-531-38-31-01	Operations & Maintenance	\$8.71
		408-000-000-531-38-31-01	Operations & Maintenance	\$32.24
		408-000-000-531-38-31-01	Operations & Maintenance	\$14.35
		Total Invoice - 10/7/2015 10:44:25 AM		\$116.95
Total Sunset Auto Parts Inc.	Total 38306			\$116.95
Troy Richardson	38307			\$116.95
		2015 - October - First meeting		
		Invoice - 10/2/2015 12:08:09 PM		
		Travel		
		401-000-000-534-00-43-00	Travel/Meals/Lodging	\$116.39
		Total Invoice - 10/2/2015 12:08:09 PM		\$116.39
Total Troy Richardson	Total 38307			\$116.39
USA Blue Book	38308			\$116.39
		2015 - October - First meeting		
		Invoice - 10/2/2015 12:05:24 PM		
		756017		
		401-000-000-534-00-31-00	Operation & Maintenance	\$281.92
		Total Invoice - 10/2/2015 12:05:24 PM		\$281.92
Total USA Blue Book	Total 38308			\$281.92
Verizon Wireless	38309			\$281.92
		2015 - October - First meeting		
		Invoice - 10/2/2015 12:07:52 PM		
		9752590373		
		401-000-000-534-00-42-00	Communications	\$92.59
		Total Invoice - 10/2/2015 12:07:52 PM		\$92.59
Total Verizon Wireless	Total 38309			\$92.59
Visa	38310			\$92.59
		2015 - October - First meeting		
		Invoice - 10/7/2015 10:46:08 AM		
		001-000-000-514-20-31-00	Office & Operating Supplies	\$47.62
		001-000-000-522-10-31-00	Office & Operating Supplies	\$47.62
		001-000-000-576-80-31-00	Office & Operating Supplies	\$47.63
		401-000-000-534-00-31-06	Office & Customer Service	\$47.62
		409-000-000-535-00-31-08	Office Supplies & Customer	\$47.63
		Total Invoice - 10/7/2015 10:46:08 AM		\$238.12
		Invoice - 10/7/2015 10:48:42 AM		
		001-000-000-594-14-62-00	Governmental Facility	\$122.20
		401-000-000-534-00-31-06	Office & Customer Service	\$114.83
		401-000-000-534-00-31-06	Office & Customer Service	\$21.47
		401-000-000-534-00-43-00	Travel/Meals/Lodging	\$358.68
		409-000-000-535-00-31-08	Office Supplies & Customer	\$21.47
		Total Invoice - 10/7/2015 10:48:42 AM		\$638.65
Total Visa	Total 38310			\$876.77
WA State Dept. of Ecology	38311			\$876.77
		2015 - October - First meeting		
		Invoice - 10/6/2015 3:09:27 PM		
		NR16024001		
		401-000-000-534-00-31-04	Annual Permit Fees	\$300.00
		Total Invoice - 10/6/2015 3:09:27 PM		\$300.00

Total 38311			\$300.00
Total WA State Dept. of Ecology			\$300.00
WA State Treasurer			
38312		2015 - October - First meeting	
	Invoice - 10/5/2015 4:14:14 PM		
	Nov2014 Thru Sept.2015		
	001-000-000-512-50-40-04	Court Remit TO State	\$2,159.37
	Total Invoice - 10/5/2015 4:14:14 PM		\$2,159.37
Total 38312			\$2,159.37
Total WA State Treasurer			\$2,159.37
Wadsworth Electric			
38313		2015 - October - First meeting	
	Invoice - 10/6/2015 8:30:16 AM		
	400277		
	409-000-000-535-00-41-01	Professional Services -	\$420.27
	Total Invoice - 10/6/2015 8:30:16 AM		\$420.27
	Invoice - 10/6/2015 8:30:50 AM		
	400032		
	409-000-000-535-00-41-01	Professional Services -	\$581.76
	Total Invoice - 10/6/2015 8:30:50 AM		\$581.76
Total 38313			\$1,002.03
Total Wadsworth Electric			\$1,002.03
Wilcox & Flegel Oil Co.			
38314		2015 - October - First meeting	
	Invoice - 10/5/2015 4:35:38 PM		
	001-000-000-576-80-31-00	Office & Operating Supplies	\$104.76
	101-000-000-543-30-30-01	Gasoline & Oil Products	\$104.76
	401-000-000-534-00-32-00	Gasoline	\$359.32
	408-000-000-531-38-32-00	Gas/Oil Products	\$105.00
	409-000-000-535-00-32-00	Gas/oil Products	\$101.69
	Total Invoice - 10/5/2015 4:35:38 PM		\$775.53
Total 38314			\$775.53
Total Wilcox & Flegel Oil Co.			\$775.53
William R. Penoyar, Attorney at Law			
38315		2015 - October - First meeting	
	Invoice - 10/2/2015 12:34:49 PM		
	001-000-000-512-50-40-03	Municipal Court Services	\$412.00
	Total Invoice - 10/2/2015 12:34:49 PM		\$412.00
Total 38315			\$412.00
Total William R. Penoyar, Attorney at Law			\$412.00
Grand Total	Vendor Count	48	\$50,433.84

Long Beach Police

P.O. Box 795
Long Beach, WA 98631

lbpchief@centurytel.net

Phone 360-642-2911
Fax 360-642-5273

10-01-15

Page 1 of 2

To: Mayor Cassinelli and Ilwaco City Council

From: Chief Flint R. Wright

Ref.: Monthly Report for September 2015

During the month of September the Long Beach Police Department handled the following cases and calls:

Long Beach

837 Total Incidents

Aid Call Assists: 3

Alarms: 10

Animal Complaints: 11

Assaults: 17

Assists: 100

(Includes 17 Law Enforcement Agency Assists Outside City Boundaries)

Burglaries: 4

Disturbance: 35

Drug Inv.: 12

Fire Call Assists: 2

Follow Up: 185

Found/Lost Property: 19

Harassment: 8

Malicious Mischief: 5

MIP – Alcohol: 0

MIP – Tobacco: 0

Missing/Found Persons: 2

Prowler: 4

Runaway: 0

Security Checks: 160

Suspicious: 36

Thefts: 20

Traffic Accidents: 9

Traffic Complaints: 17

Traffic Tickets: 46

Traffic Warnings: 91

Trespass: 5

Warrant Contacts: 24

Welfare Checks: 12

Ilwaco

467 Total Incidents

Aid Call Assists: 2

Alarms: 7

Animal Complaints: 5

Assaults: 5

Assists: 46

Burglaries: 1

Disturbance: 11

Drug Inv.: 5

Fire Call Assists: 0

Follow Up: 122

Found/Lost Property: 7

Harassment: 0

Malicious Mischief: 0

MIP – Alcohol: 0

MIP – Tobacco: 0

Missing/Found Persons: 1

Prowler: 1

Runaway: 1

Security Checks: 191

Suspicious: 12

Thefts: 6

Traffic Accidents: 2

Traffic Complaints: 3

Traffic Tickets: 5

Traffic Warnings: 22

Trespass: 3

Warrant Contacts: 1

Welfare Checks: 8

On September 3rd Officer Casey Meling attended training. The training was his BAC and SFST refresher training. The BAC is training to be able to use the breathalyzer machine for DUI arrests and the SFST is training in "standardized field sobriety tests" for conducting a DUI investigation. This training is required every three years.

Labor Day Weekend, September 4th – 7th, was quiet. The crowds were well behaved.

Rod Run weekend, September 11th – 13th, was busy but went well. I again brought in 24 extra officers. Most of the calls dealt with noise disturbance issues. For the first time ever we did not book a single person into jail over the entire weekend. The following is a breakdown for some citations:

4 Assault 4 th	(1 in 2014)
1 Theft 3 rd	(0 in 2014)
5 DWLS	(11 in 2014)
2 Noise Violations	(0 in 2014)
3 Negligent Driving	(2 in 2014)

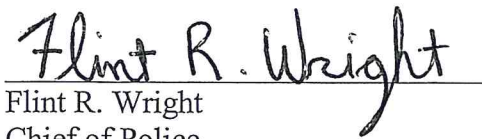
All told we issued 25 citations in 2015. Last year we issued 43 citations. We had no MIP's or disorderly conduct citations.

Officer Jeff Cutting attended training on September 14th and 15th. The class title was "Online Investigations". This class dealt with conducting undercover online investigations, using the computer to track suspects with an emphasis on social media and other investigative tools for the computer.

On September 17th I met with Sheriff Johnson and area Police Chiefs. We discussed issues with the jail, communications and other law enforcement related topics.

The department had firearms range training on the 22nd. This past summer the department purchased new handguns. We qualified with these new Glocks and then shot a "combat" style course with our new duty handguns as well.

On the 26th Officer Casey Meling assisted with a "Prescription Drug Take Back Event". Combined with the drugs turned into our office since last spring, 222 pounds of drugs were sent away for destruction.


Flint R. Wright
Chief of Police

CITY OF ILWACO
CITY COUNCIL AGENDA ITEM BRIEFING

- A. Meeting Dates: Council Workshop: Public Hearing:
Council Discussion Item: 9/14/15 Council Business Item: 10/12/15
9/28/15
- B. Issue/Topic: **Interlocal Agreement with the Port of Ilwaco for Fire Protection Services**
- C. Sponsor(s):
1. Karnofski 2. Jensen
- D. Background (overview of why issue is before council): In the past the City of Ilwaco has provided fire protection for the Port of Ilwaco. From year to year, this agreement has not been well documented. Heather Reynolds has drafted an interlocal agreement to document this relationship. The document has been reviewed and edited by the Fire Chief Williams and Port Manager, Guy Glenn, Jr.
- E. Discussion (specific details relevant to the issue, pros/cons, alternatives and any other decision-making details): The Port of Ilwaco and other quasi-government entities within the City benefit from the good fire rating; however, only minimal amounts are contributed by these entities. This agreement will be the starting point of the Fire Chief's work to encourage these entities to contribute to the cost of the fire protection.
- F. Impacts:
1. Fiscal: The Port will pay \$6,000 per year, increases would be evaluated upon request.
2. Legal: The city attorney drafted this document and has reviewed the edits.
3. Personnel:
4. Service/Delivery:
- G. Planning Commission: ☐ Recommended ☒ N/A ☐ Public Hearing on
- H. Staff Comments:
- I. Time Constraints/Due Dates:
- J. Proposed Motion: **I move to authorize the mayor to execute the Interlocal Agreement between the City of Ilwaco and Port of Ilwaco for the City to provide fire protection.**

SERVICE AGREEMENT
BETWEEN
CITY OF ILWACO
AND
PORT OF ILWACO

This Agreement is made and entered into this ____ of _____, 2015, between the **City of Ilwaco**, hereinafter referred to as "the City" and the **Port of Ilwaco**, hereinafter referred to as "the Port", both Municipal corporations created and existing under the laws of the State of Washington.

WHEREAS, the City presently furnishes fire protection services within The Port boundaries , including fire suppression, rescue, hazardous material spill response, fire vehicle maintenance, fire prevention, pre-fire inspections, public education and emergency life support services as well as the administrative services necessary to support said programs; and

WHEREAS, the Port is a major recipient of the City services but has not contributed to the cost of the services, which causes a substantial hardship for the City and diminishes the level of service that can be provided; and

WHEREAS, Chapter 39.34 of the Revised Code of Washington authorizes local governments to enter into agreements for joint or cooperative action furnishing area- wide emergency services; and

WHEREAS, the parties desire to provide for a more efficient means of providing fire-fighting and fire protection services within the Port district and the Port desires to provide funding for the City for the services;

NOW, THEREFORE, in consideration of the foregoing recitals and the mutual covenants and promises hereafter set forth, the parties do hereby agree as follows:

1. TERM:

The term of this Agreement shall be indefinite, in effect beginning on January 1st of 2015 until revised by mutual agreement or terminated as outlined in Section 9. The compensation contribution shall be reviewed annually.

2. SERVICE AREA:

The services contracted for herein shall be provided at any and all Port of Ilwaco facilities within the limits of the City of Ilwaco, and also, the Port of Ilwaco airport located in unincorporated Pacific County.

3. THE PORT SHALL:

- a. Pay to the City \$6,000 per year for services. Payment shall be made in equal halves on March 1st and October 1st of each calendar year. This rate will remain in effect until such time as changes are mutually agreed by both parties, provided the Port is notified by August 1st of the preceding year. \$1,500 of the annual payment shall be for the purchase of specific marina related equipment for the Fire Department. This amount may be increased by mutual agreement of the parties provided the Port is notified by August 1st

of the preceding year.

- b. Provide and make available to the City for its use any Port-owned fire suppression equipment.
- c. Maintain access to fire hydrants, including adequate markings and/or signage of fire lanes.
- d. Post signage at access to docks stating that fueling is prohibited other than at fueling facilities.
- f. Provide an emergency contact list of Port staff. This list should be reviewed annually by both entities.
- g. Advise the City of Port infrastructure and utilities annually to identify critical facilities (electrical shutoffs, locks, water valves, etc.).

4. THE CITY SHALL:

- a. Respond to all fire, hazardous material, and lifesaving related alarms within the Port, pre-fire inspection, community services and such other usual and customary services as are provided within the City. It is specifically understood and agreed by the Port that the City may, in responding to specific incidents or requests for assistance, rely on support provided through mutual aid or interlocal cooperation agreements in addition to its own personnel, vehicles and equipment.
- b. The City makes no guarantee or assurance of providing responses within any specific period of time or of the number or types of equipment and number of personnel that will respond at any particular emergency. The duty of the City to provide emergency services under the provisions of this Agreement is a duty owed to the public generally. By entering into this Agreement, the City does not incur a special duty to the Port, the property owners or occupants of the Port District.
- c. Agree that during the term of this Agreement, all emergency medical services and fire protection services supplied by the City, and the vehicles and the vehicles and personnel used to supply such services will, subject to budgetary limitations meet applicable Washington statutory and regulatory requirements.
- d. Agree to discuss with the Port, prior to implementation, any operational changes or new programs, which may impact future costs of fire service to the Port.
- e. Maintain suitable records of all services provided herein in accordance with the applicable Washington State Department of Archives record retention schedule.
- f. Provide the Port with an annual written report from the Fire Chief outlining the number and types of emergency related calls to the Port. At least one time per year the Fire Chief will attend a Port Commission meeting to make a report and answer any questions
- g. Conduct ongoing joint training exercises with the Ilwaco Fire Department (including any mutual aid departments), the City of Ilwaco and Port of Ilwaco staff. This would include a pre-exercise session, actual emergency drill, and a post exercise session.

- h. For reimbursement of any emergency related expenses incurred by the City and/or Fire Department, the City shall first follow up with the private parties involved, such as the Port's tenants or moorage customers, and their respective insurance carriers.
- i. Regularly provide the Port with a copy of all current and any updated mutual aid agreements the Fire Department has with any other respective emergency services.

5. INDEMNIFICATION/HOLD HARMLESS AGREEMENT:

Each of the parties agrees that, insofar as it is authorized to do so, from time to time, under the laws of the State of Washington, it will protect, save and hold harmless the other party from all claims, costs, damages, or expenses arising out of the negligence of its agents, employees, servants, or representatives, in connection with acts performed in accordance with the terms of this Agreement.

The parties further agree that in the case of negligence by both, any damages, costs, or other expenses allowed shall be levied in proportion to the percentage of negligence attributable to each party. How would this be determined?

6. DEFAULT:

Failure by either party to perform its obligations under the terms and conditions of this Agreement shall be deemed a breach and shall entitle the other party to declare a default.

7. WAIVER:

Failure by either party to strictly enforce any provision hereof or to declare a breach shall not constitute a waiver thereof, nor shall it waive said party's right to demand strict performance of that or any other provision of this Agreement at any time thereafter.

8. ENTIRE CONTRACT:

This instrument constitutes the entire agreement between the parties and supersedes all prior agreements. The parties further acknowledge that any oral representations or understandings not included herein are excluded and agree that any modification of this Agreement shall have no force or effect unless in writing signed by both parties.

9. TERMINATION:

This Agreement may be terminated by either party when that party gives notice to the other party in writing at least 30 days prior to its intended withdrawal from this Agreement.

10. SEVERABILITY:

Should any portion, clause, term, article or other provision of this Agreement be declared invalid, illegal, void or otherwise unenforceable by a court of competent jurisdiction, the validity of the remaining sections shall not be affected and the rights and obligations of the parties shall be construed and enforced as if the Agreement did not contain the particular clause or provision held to be invalid.

11. BENEFITS:

This Agreement is entered into for the benefit of the parties to this Agreement only and shall confer no benefits, direct or implied, to any third persons.

12. NOTIFICATION:

Any notices required to be given pursuant to the provisions of this Agreement shall be given in writing by certified mail, return receipt requested, by enclosing said notice in a postage prepaid envelope addressed as follows:

To the City:

City of Ilwaco
Attn: City Clerk
PO Box 548
Ilwaco, WA 98624

To the Port:

Port of Ilwaco
Attn: Port Manager
PO Box 307
Ilwaco, WA 98624

APPROVED by the City of Ilwaco Council and signed by the Mayor of Ilwaco this _____ day
of _____, 2015.

APPROVED by the Commissioners of the Port of Ilwaco and signed by the Chair this _____ day
of _____, 2015.

A. Meeting Dates: Council Workshop: Public Hearing:
Council Discussion Item: 08/24/15 Council Business Item: 10/12/15
09/14/15
09/28/15

C. Sponsor(s):

**CITY OF ILWACO
ORDINANCE NO. XXX**

**AN ORDINANCE OF THE CITY OF ILWACO, WASHINGTON, ESTABLISHING
STANDARD PROCEDURES FOR BILLING ERRORS, UNDERPAYMENT AND
OVERPAYMENT OF UTILITY BILLS.**

WHEREAS, billing errors resulting in underpayment and overpayment of utility bills do occur,

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF ILWACO,
WASHINGTON, DOES ORDAIN AS FOLLOWS:**

Section 1. Add 13.06.025 “Billing errors” to Title 13 as follows:

Title 13 PUBLIC SERVICES

Chapter 13.06 COMBINED WATER/SEWER/STORMWATER BILLING

**Chapter 13.06
COMBINED WATER/SEWER/STORMWATER BILLING**

Sections:

13.06.010 Billing.

13.06.020 Delinquent accounts and fees/interest/penalties.

13.06.025 Billing errors.

13.06.030 Owner’s responsibility for bills.

13.06.040 Billing disputes.

13.06.050 Dishonored checks.

13.06.070 Initiation of accounts.

13.06.080 Liens.

13.06.025 Billing errors

A. Overpayment. Overpayments occurring within a three year period prior to either discovery by the City or written notification from the account holder to the City, shall be refunded to the appropriate account holder(s) in full within 30 days from confirmation, or may be credited to the affected account if less than the amount due for the upcoming billing period.

B. Under-billing. An account that is under-billed, when identified and confirmed by the City, shall be billed as follows:

1. Under-billed amounts shall be billed reaching back for no more than three years from the date of discovery by the City, or no more than three years from the date of written notification to the account holder.
2. There shall be no interest or penalties due for under-billed amounts.
3. At the account holder’s request, the City may set a payment schedule of for the under-billed amount that is equal in time to the reach back period of the under-billing.

4. Upon establishment of the under-billing obligation and payment schedule, if any, the amounts due shall be subject to the provisions of 13.06.020.

Section 2. Severability. If any section, subsection, paragraph, sentence, clause or phrase of this ordinance is declared unconstitutional or invalid for any reason, such decision shall not affect the validity of the remaining parts of this ordinance.

Section 3. Referendum and Effective Date. This Ordinance, being an exercise of a power specifically delegated to the city legislative body, is not subject to referendum, and shall take effect and is in full force five (5) days after its passage, approval and publication of an approved summary of the title as provided by law.

PASSED BY THE CITY COUNCIL OF THE CITY OF ILWACO, AND SIGNED IN AUTHENTICATION OF ITS PASSAGE THIS _____ DAY OF _____, 2015.

Mike Cassinelli, Mayor

ATTEST:

Holly Beller, City Clerk

VOTE	Jensen	Karnofski	Marshall	Chambreau	Forner	Cassinelli
Ayes						
Nays						
Abstentions						
Absent						

PUBLISHED: Month date, Year

EFFECTIVE: Month date, Year

Chapter 13.06
COMBINED WATER/SEWER/STORMWATER BILLING

Sections:

13.06.010 Billing.

13.06.020 Delinquent accounts and fees/interest/penalties.

13.06.030 Owner's responsibility for bills.

13.06.040 Billing disputes.

13.06.050 Dishonored checks.

13.06.070 Initiation of accounts.

13.06.080 Liens.

13.06.010 Billing.

All rates and charges for water, sewer and stormwater services shall be paid on or before the twentieth (20th) day of each month following the billing period in which such service was furnished. Any bill that remains unpaid after the twenty-fifth (25th) of the month shall be classified as delinquent.

Failure to receive mail will not be recognized as a valid excuse for failure to pay bills when due. Change in ownership of property and change in mailing address must be filed with City Hall on forms provided by the city for that purpose.

In the event that any person, firm or corporation shall tender as payment for water, sewer or stormwater services an amount insufficient to pay in full any of the charges so billed, credit shall be applied in the following priority: (A) fees and penalties, (B) sewer, (C) stormwater and (D) water. (Ord. 799 § 1 (part), 2012; Ord. 760 (part), 2009; Ord. 759 (part), 2009; Ord. 733 (part), 2008)

13.06.020 Delinquent accounts and fees/interest/penalties.

A. When a utility account becomes delinquent, the city shall assess a fifteen dollar (\$15.00) late charge, and a delinquent/termination notice will be sent to the customer, and to the owner if different from the customer, stating the delinquent balance, the late charge, the date the water will be shut off, the administrative/termination fee and the procedure to dispute a bill. The water shut off date will be two (2) months from the date of the original bill. If the bill is not paid by that time, the water will be turned off, monthly interest will accrue at eight percent (8%) per annum, and a fifty dollar (\$50.00) administrative/termination fee will be added to the account. No other notice will be given.

B. If the delinquent bill, fees and interest are not paid by the end of the month the service was shut off, the meter will be locked or removed and a penalty of one and one-half percent (1.5%) of the applicable connection permit fee (water or sewer or both if applicable) will accrue per month. Upon payment of the past due balance, penalty, fees and interest, reinstallation of the meter will be at the cost of actual labor and materials to reconnect the service connection.

C. After fifty (50) months of nonpayment from the time of the meter being locked or removed, the service will be deemed abandoned. The city shall remove the accrued charges and penalties from the account and the connection permit for the site will be revoked—subject to all provisions for disconnecting service. Thereafter, to reinstate service, a new connection permit will be required to be applied for and all applicable fees paid. (Ord. 809 § 4, 2012; Ord. 799 § 1 (part), 2012; Ord. 742, 2008; Ord. 733 (part), 2008)

13.06.030 Owner's responsibility for bills.

The owner will be responsible for all water, sewer and stormwater bills against his or her property in the event a renter does not pay. All delinquent water/sewer/stormwater bills incurred by owner or the renter must be paid in full before a new renter will be allowed to take over the account. Tenant's rights regarding utility services shall be in compliance with RCW 35.21.217. Owner requests to turn water off shall be billed an administrative fee. Requests to turn water off shall not be considered a request for disconnection of city utility services; therefore, monthly charges will continue to be billed. Tenant requests to turn water off will only be granted with permission of owner. (Ord. 799 § 1 (part), 2012; Ord. 733 (part), 2008)

13.06.040 Billing disputes.

In order to dispute a bill, the account holder must submit written notice to the city of Ilwaco utility billing department within seven (7) days of the date of the delinquent/termination notice. The mayor, or mayor's designee, shall review the utility customer's complaint and provide a written determination as appropriate within five (5) business days of receipt of the written notice of dispute. The decision of the mayor or mayor's designee shall be final unless appealed to a court of competent jurisdiction within thirty (30) days of issuance of the decision. In the event that the account holder's appeal results in a determination that an amount is owing to the city, the amount must be paid before the water shut-off date stated on the delinquent/termination notice, or within five (5) business days of the date of the written determination, whichever is later. (Ord. 799 § 1 (part), 2012)

13.06.050 Dishonored checks.

When any fee is made to the city by a person by check, and such check is dishonored by the bank upon which it was written for insufficient funds having been on account, a processing fee of fifty dollars (\$50.00) shall be added to the fee due the city for each check thus returned, and the processing fee shall be subject to collection in the same manner as

the underlying fee. (Ord. 760 (part), 2009; Ord. 759 (part), 2009; Ord. 733 (part), 2008)

13.06.070 Initiation of accounts.

A. Water Utility Accounts. All new utility accounts, effective January 1, 2010, require certain identifying information that may be used alone or in conjunction with any other information to identify a specific person. This can include name, address, telephone number, driver's license number, Social Security number or taxpayer identification number or government passport number. For all new water or sewer accounts, the city has the right to require a minimum deposit of two (2) months equivalent service fees, which may be waived by the fax direct receipt of a "utility letter of credit" that states the account holder has a previous good credit history showing a payment history of not more than one (1) late payment in twelve (12). The deposits are eligible for refund after twelve (12) months of timely utility payments or upon service disconnect with all payments current.

B. Sewer Utility Accounts. All new utility accounts, effective January 1, 2010, require certain identifying information that may be used alone or in conjunction with any other information to identify a specific person. This can include name, address, telephone number, driver's license number, Social Security number or taxpayer identification number or government passport number. For all new water or sewer accounts, the city has the right to require a minimum deposit of two (2) months equivalent service fees, which may be waived by the fax direct receipt of a "utility letter of credit" that states the account holder has a previous good credit history showing a payment history of not more than one (1) late payment in twelve (12). The deposits are eligible for refund after twelve (12) months of timely utility payments or upon service disconnect with all payments current. (Ord. 809 § 5, 2012; Ord. 760 (part), 2009; Ord. 759 (part), 2009)

13.06.080 Liens.

All charges for utilities supplied to a premises shall be a lien against the premises and chargeable to the owner or any person having an interest in the premises for the full period permitted by law. Enforcement of such lien or liens shall be in the manner provided by law. The city of Ilwaco will charge a lien filing fee of one hundred dollars (\$100.00) for any accounts found delinquent and requiring such action. Once the account is brought current, a fee of one hundred dollars (\$100.00) will be charged to release the lien. (Ord. 799 § 1 (part), 2012; Ord. 775 § 2, 2010; Ord. 774 § 2, 2010; Ord. 760 (part), 2009; Ord. 759 (part), 2009)

CITY OF ILWACO
CITY COUNCIL AGENDA ITEM BRIEFING

A. Meeting Dates: Council Workshop: Public Hearing:
 Council Discussion Item: 9/28/15 Council Business Item: 10/12/15

B. Issue/Topic: **Shoreline Master Program Update Grant Amendment No. 1**

C. Sponsor(s):

1. Mike Cassinelli
- 2.

D. Background (overview of why issue is before council):

1. The City of Ilwaco is required by the Department of Ecology (DOE) to update its Shoreline Master Program (SMP). In turn, DOE provides project funding to cover the costs of the update.
2. The City contracted the Watershed Company to complete this task, due to little public controversy and efficient time management the City was under the allotted grant amount by \$29,220.22. Therefore this amendment changes the actual funding amount and extends the third year funds into 2017.

E. Discussion (specific details relevant to the issue, pros/cons, alternatives and any other decision-making details)

1. This amendment just extends the date of the grant agreement and possibility to request reimbursements. As of now that extension is not foreseen to be needed, it is just a precaution on DOE's side.

F. Impacts:

1. Fiscal: \$25,000 for 2015-2017 and decreasing total grant amount by \$29,220.22.
2. Legal: Grant amendment has been reviewed and approved by the city attorney.
3. Personnel:
4. Service/Delivery:

G. Planning Commission: ☐ Recommended ☒ N/A ☐ Public Hearing on

H. Staff Comments:

I. Time Constraints/Due Dates:

J. Proposed Motion: **I move to authorize the mayor to execute the proposed Shoreline Master Program Grant Agreement Amendment No. 1 (G1400373) between the Washington State Department of Ecology and the City of Ilwaco.**

Ariel Smith

From: Van Zwalenburg, Kim (ECY) <kvan461@ECY.WA.GOV>
Sent: Tuesday, September 22, 2015 12:37 PM
To: Ariel Smith
Subject: RE: SMP Grant Amendment 1 for City Signature

To save us some time in having to do additional grant amendments, we've extended all the grants to June 2017-the money is available for the entire biennium. However, you will see the scope is written to try and get things finished by next June (which is really the target).

From: Ariel Smith [mailto:treasurer@ilwaco-wa.gov]
Sent: Tuesday, September 22, 2015 12:24 PM
To: Van Zwalenburg, Kim (ECY) <kvan461@ECY.WA.GOV>
Subject: RE: SMP Grant Amendment 1 for City Signature

So the \$25,000 is just for 2016 to complete the project or does it now go into 2017?

Thanks,
Ariel

From: Van Zwalenburg, Kim (ECY) [mailto:kvan461@ECY.WA.GOV]
Sent: Tuesday, September 22, 2015 12:19 PM
To: Ariel Smith <treasurer@ilwaco-wa.gov>
Subject: RE: SMP Grant Amendment 1 for City Signature

Hi Ariel: The full grant amount over 3 years was \$125,000 (\$100,000 in the first two years and \$25,000 for the 3rd year). At the end of the biennium, you had all the work completed and came in under budget at just under \$71,000 (this speaks to the good work being done by your consultant and the lack of controversy – both trends that I hope will continue). Also recall, we were able to pay for equipment for the city (computer and projector).

From everything I've seen and heard, the \$25,000 should be adequate to get the work completed. Let me know if you need any more information. Kim

From: Ariel Smith [mailto:treasurer@ilwaco-wa.gov]
Sent: Tuesday, September 22, 2015 10:31 AM
To: Van Zwalenburg, Kim (ECY) <kvan461@ECY.WA.GOV>
Subject: FW: SMP Grant Amendment 1 for City Signature

Kim,
I just got an auto responder from Bev that she is out of the office, can you address my question below?
Thanks,
Ariel

From: Ariel Smith [mailto:treasurer@ilwaco-wa.gov]
Sent: Tuesday, September 22, 2015 10:26 AM
To: 'Huether, Bev (ECY)' <bhue461@ECY.WA.GOV>
Subject: RE: SMP Grant Amendment 1 for City Signature

Bev,

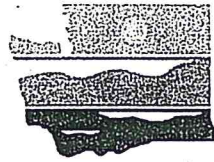
Just to be clear \$29,220.22 went back to DOE because we didn't utilize it within the allocated time frame. But then it says an "additional" \$25,000 for year 3. I thought that the original grant was for \$125,000? I just want to have all the info before I go to Council with this.

anks,
Ariel

From: Huether, Bev (ECY) [mailto:bhue461@ECY.WA.GOV]
Sent: Thursday, September 17, 2015 11:07 AM
To: Ariel Smith / Ilwaco (treasurer@ilwaco-wa.gov) <treasurer@ilwaco-wa.gov>
Cc: Van Zwahlenburg, Kim (ECY) <kvan461@ECY.WA.GOV>
Subject: SMP Grant Amendment 1 for City Signature

Hi Ariel... attached for City signature is Amendment 1 to grant G1400373 for the Comprehensive Shoreline Master Program Update project. Please review, download, print 3 single-sided copies in color if possible, have all copies signed / dated by the County's authorized official and send all to me for final signature by Ecology. One fully signed document will be returned for your files. Let me know if you have any questions or concerns... I'm easiest reached by e-mail... Bev

*Bev Huether
Shorelands and Environmental
Assistance Program
WA State Department of Ecology
PO Box 47600
Olympia, WA 98504-7600
300 Desmond Drive
Lacey, WA 98503
Email: bhue461@ecy.wa.gov (preferred)
Phone: 360-407-7254
Fax: 360-407-6902*



DEPARTMENT OF
ECOLOGY
State of Washington

AMENDMENT NO 1

TO GRANT NO. G1400373

BETWEEN THE

STATE OF WASHINGTON DEPARTMENT OF ECOLOGY

AND THE

CITY OF ILWACO

PROJECT TITLE: Comprehensive Update to the Shoreline Master Program

PURPOSE: In accordance with Ecology's Award Letter of October 29, 2013, and the original agreement, Ecology is providing Year 3 funding and the remaining scope of work to complete the Comprehensive Update to the Shoreline Master Program (SMP). Grant Years 1 & 2 ended June 30, 2015; Year 3 funding is provided as of July 1, 2015 for a seamless period of performance.

WHEREAS: Project costs for Years 1 and 2 did not reach the jurisdictional funding level. Therefore, unused funds have reverted to source as of June 30, 2015 and are no longer available; the budget is revised accordingly (see *"Running Budget Summary"* below).

WHEREAS: SMP Year 3 funding has been provided by the 2015-2017 Washington State Legislative session under §302 for the State Environmental Legacy Account. The Budget is revised accordingly. *"Running Budget Summary"* below.

WHEREAS: The initial paragraph under Task 4: Preliminary Assessment of the Shoreline Jurisdiction in the original agreement is revised to eliminate erroneous text that does not apply.

THEREFORE, IT IS MUTUALLY AGREED this grant is amended as follows:

- a. This amendment is effective July 1, 2015; the end date is June 30, 2017.
- b. This project's running budget summary is as follows and further defined in Appendix 1 of this amendment.

Running Budget Summary	
2013-15 - Years 1 and 2 Budget	\$ 100,000.00
June 30, 2015 Biennium end: Reduction*	(\$29,220.22)
2013-2015 Net Years 1 & 2 Budget	\$ 70,779.78
2015-17 Year 3 Budget Addition	\$ 25,000.00
Total Project Budget	\$ 95,779.78

* Biennium end reduction: any funds unused by June 30, 2015 reverted to source and are no longer available.

- c. The following italicized text from the original agreement's initial paragraph under Task 4 "Preliminary Assessment of the Shoreline Jurisdiction" is hereby deleted as being not applicable to this jurisdiction's SMP:

The shoreline jurisdiction area will be refined during later tasks to identify and eliminate shorelines from the local SMP that are under sole jurisdiction of federal and tribal governments and within the National Scenic Area as defined in the Columbia [River] Gorge National Scenic Area Act, P.L. 99-663.

- d. The Scope of Work is revised as indicated below. Those tasks marked [completed] and shown in red text represents tasks completed. Tasks marked [the RECIPIENT will] and shown in blue text represents those tasks to be completed.

Task 1: Project Coordination, [the RECIPIENT will]:

- A. Coordinate throughout the SMP update process with ECOLOGY and other applicable federal, state and local agencies. The RECIPIENT will provide ECOLOGY opportunities to review draft deliverables at appropriate intervals. ECOLOGY will provide ongoing technical assistance on data sources and approaches, and will evaluate consistency of deliverables with the Shoreline Management Act and applicable guidelines throughout the update process.
- B. Coordinate with other applicable federal, state and local agencies, neighboring jurisdictions, and Indian tribes as provided in the Guidelines and SMA procedural rules. In addition, the RECIPIENT will consult with all other appropriate entities which may have useful scientific, technical, or cultural information.
- C. Coordinate with adjacent jurisdictions that share areas within shoreline jurisdiction (example: jurisdictions on the same lake or stream) for the purpose of efficiently using grant funds; sharing information and methods of analysis; drafting compatible SMP policies, regulations, environment designations; and coordinating public involvement.
- D. Attend, or may attend, training to assist with the Shoreline Master Program and the public process. These include ECOLOGY-sponsored coordination meetings as well as other relevant training such as on the ordinary high water mark, floodplain or wetland training, etc.

Task Goal Statement: To assure that RECIPIENT gathers useful scientific, technical, and cultural information, share information and methods of analysis, consider agency and tribal positions, and consult regularly with ECOLOGY.

Task Expected Outcome: Update in each quarterly progress report as to the significant issues, coordination activities and participants.

Deliverables:

Task 1	Description	Date Due
1.	Description of all project coordination activities updated in each progress report submitted to ECOLOGY'S Project Manager.	Quarterly (see General Terms and Conditions)

Task 2: Secure Consultant and/or Interlocal Services: [Completed]

Task 3: Public Participation, [the RECIPIENT will]:

- A. Develop Public Participation Plan: [Task A : Completed]
- B. [The RECIPIENT will] conduct public participation activities; Implement the public participation plan throughout the course of the SMP update process.

Task Goal Statement: To inform and involve all stakeholders in the SMP update process.

Task Expected Outcomes: Continuous public participation activities throughout the SMP update process.

Deliverables:

Task 3	Description	Draft Submittal [completed]	Date of Final Submittal [the RECIPIENT will]
1.	Public Participation Plan.	Completed	
2.	Updates in Quarterly Progress Reports with public outreach activities.		Quarterly

Task 4: Preliminary Assessment of the Shoreline Jurisdiction: [Completed]

Task 5: Shoreline Inventory, Analysis, and Characterization: [Completed]

Task 6: Draft Shoreline Master Program: [Completed]

Task 7: Prepare Preliminary Cumulative Impacts Analysis: [Completed]

Task 8: Restoration Plan: [the RECIPIENT will]:

Prepare Restoration Plan

Based on the Inventory and Characterization report, develop a plan for restoration of impaired ecological functions in specific shoreline reaches. Restoration plans should include:

- Identification of degraded areas, impaired ecological functions, and sites with potential for ecological restoration.
- Goals and priorities for restoration of degraded areas and impaired ecological functions.
- Existing and ongoing restoration projects and programs.

- Additional projects needed to achieve restoration goals and implementation strategies, including identification of prospective funding.
- Times and benchmarks for achieving restoration goals.
- Mechanisms to ensure that restoration projects and programs will be implemented.

Consult with organizations conducting restoration work for assistance in developing restoration strategies. The restoration plan should identify overlaps in how and where restoration work is being conducted. An implementation strategy should include recommendations for coordination between groups doing restoration work. A list of specific prioritized restoration projects may be included as an appendix to the SMP.

Task Goal Statement: To identify potential opportunities for shoreline restoration, including projects, timelines and funding.

Task Expected Outcomes: A shoreline restoration plan.

Deliverables:

Task 8	Description	Date Due
1.	Digital & one hard copy: A complete restoration plan and implementing strategy.	2 nd Draft: 9/30/15

Task 9: Develop Final Draft SMP and Supporting Documents: [the RECIPIENT will] revisit draft SMP and cumulative impacts analysis; finalize SMP jurisdiction maps based on findings in the cumulative impacts analysis, re-evaluate and revise the draft SMP environment designations, policies, and regulations in response to ECOLOGY comments on the preliminary draft materials developed in Task 6 as necessary to assure that they are adequate to achieve no net loss of ecological functions. Revise the cumulative impacts analysis as needed to reflect changes in the draft SMP. Prepare final jurisdiction maps (digital) of Shorelines of the State identified in Task 4 that will be subject to the local SMP.

(Note: Please provide ECOLOGY with sufficient time, approximately 45 to 60 days, to review and comment on the revised draft SMP and other documents).

- Prepare a report that demonstrates how no net loss will be achieved and how the recommended shoreline management measures in Task 5.5, together with the findings of the cumulative impacts analysis and the restoration plan, are reflected in the proposed SMP and achieve no net loss.
- Demonstrate how Task 9 complies with the Guidelines: Fill in SMP Submittal Checklist for the tasks that you have completed under Task 9.

Task Goal Statement: To aid in achieving the goal of no net loss of shoreline ecological functions and finalizing a draft SMP.

Task Expected Outcomes: A report that demonstrates how the SMP will achieve no net loss and revised draft SMP, cumulative impacts analysis and shoreline jurisdiction maps, as necessary.

Deliverables:

Task 9	Description	2015-17 Date Due
1.	Digital & one hard copy: a) Revised designations, policies, and regulations that address the finding of the cumulative impacts analysis. b) Revised Cumulative Impacts Analysis. c) Final SMP jurisdiction maps and boundary descriptions.	2/29/2016
2.	A report that demonstrates how no net loss will be achieved through SMP implementation.	2/29/2016
3.	Update the submittal Checklist completed as relevant to Task 9 (adding incrementally to earlier completed tasks).	2/29/2016

Task 10: Local SMP Adoption Process: the RECIPIENT will:

Conduct a local review and adoption process for the proposed SMP as provided in the SMA, WAC 173-26, and the State Environmental Policy Act. The SMP shall contain shoreline policies, regulations, environment designations, definitions, required administrative provisions, and a clear description of final SMP jurisdiction boundaries together with copies of any provisions adopted by reference.

A. Assemble complete Final Draft SMP

Assemble a complete draft SMP for review and approval by the local jurisdictional governing body, and formal submittal to ECOLOGY. This draft includes response to ECOLOGY comments on the preliminary draft submitted under Task 6 deliverables.

B. Complete SEPA review and documentation

Conduct and document SEPA review pursuant to chapter RCW 43.21C, the State Environmental Policy Act.

C. (If applicable) Provide GMA 60-day notice of intent to adopt

Upon conclusion of subtasks 10.1 and 10.2, local governments planning under the Growth Management Act must notify ECOLOGY and the Department of Commerce of its intent to adopt the SMP at least 60 days in advance of final local approval, pursuant to RCW 36.70A.106 and WAC 173-26-100 (5).

D. Hold public hearing

Hold at least one public hearing prior to local adoption of the draft SMP, consistent with the requirements of WAC 173-26-100. The names and mailing addresses of all interested parties providing comment shall be compiled.

E. Prepare a responsiveness summary

Prior to adoption of the draft SMP by the local elected body, prepare a summary responding to all comments received during the public hearing and the public comment period, discussing how the draft SMP addresses the issues identified in each comment.

F. Adopt SMP and submit to ECOLOGY

Complete the adoption process for the SMP update and submit the locally-adopted Draft SMP to ECOLOGY.

G. Demonstrate how Task 10 complies with the Guidelines

Fill in the SMP Submittal Checklist for the tasks that you have completed under Task 10.

Task Goal Statement: To achieve a locally adopted Shoreline Master Program.

Task Expected Outcomes: A locally adopted Shoreline Master Program.

Deliverables:

Task 10	Deliverable Description	2015-17 Date Due
1.	A complete, locally adopted SMP including maps, with relevant supporting documentation and the complete SMP submittal checklist. (Tasks 10. A and 10.G)	6/15/2016
2.	SEPA products (checklist, MDNS or EIS; SEPA notice. (Task 10.B)	6/15/2016
3.	Evidence of compliance with GMA notice requirements. (Task 10.C)	6/15/2016
4.	Public hearing record. (Task 10.D)	6/15/2016
5.	Response to comments received. (Task 10. E)	6/15/2016

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State of Washington Department of Ecology
Grant No. G1400373, Amendment 1
City of Ilwaco
Project: Comprehensive Update to the Shoreline Master Program

All other terms and conditions of the original grant including any Amendments remain in full force and effect, except as expressly provided by this Amendment.

This Amendment is signed by persons who represent that they have the authority to execute this Amendment and bind their respective organizations to this Amendment.

IN WITNESS WHEREOF: The parties have executed this Amendment.

State of Washington
Department of Ecology

By:

City of Ilwaco

By:

Gordon White, Program Manager Date
Shorelands and Environmental
Assistance Program

Signature, Authorized Official Date

Print Name of Authorized Official

Approved as to form only by the
Office of Attorney General

Title of Authorized Official

Appendix 1: Budget Matrix

Task	13-15 Biennium Budget Years 1 & 2	13-15 Biennium Actual Expenditure s Years 1 & 2	13-15 Biennium Budget Shift and Reduction of Unspent Funds Years 1 & 2	13-15 Biennium Revised Budget Years 1 & 2	15-17 Biennium Budget Add Year 3	Total Project Years 1-3
1. Project Coordination	\$ 11,000	\$ 3,803.01	\$ (7,196.99)	\$ 3,803.01	\$ 4,500	\$ 8,303.01
2. Secure Consultant Services	\$ 1,000	\$ 1,035.00	\$ 35.00	\$ 1,035.00	\$ -	\$ 1,035.00
3. Public Participation Plan	\$ 10,000	\$ 5,632.13	\$ (4,367.87)	\$ 5,632.13	\$ 2,500	\$ 8,132.13
4. Preliminary Assessment of Shoreline Jurisdiction	\$ 6,300	\$ 4,617.50	\$ (1,682.50)	\$ 4,617.50	\$ -	\$ 4,617.50
5. Shoreline Inventory, Analysis, and Characterization	\$ 21,000	\$ 18,575.80	\$ (2,424.20)	\$ 18,575.80	\$ -	\$ 18,575.80
6. Draft Shoreline Master Program	\$ 42,300	\$ 28,117.59	\$ (14,182.41)	\$ 28,117.59	\$ -	\$ 28,117.59
7. Preliminary Cumulative Impacts Analysis	\$ 4,800	\$ 5,783.75	\$ 983.75	\$ 5,783.75	\$ -	\$ 5,783.75
8. Restoration Plan	\$ 3,600	\$ 3,215.00	\$ (385.00)	\$ 3,215.00	\$ 765	\$ 3,980.00
9. Final Draft SMP / Supporting Docs	\$ -	\$ -	\$ -	\$ -	\$ 5,075	\$ 5,075.00
10. Local SMP Adoption Process	\$ -	\$ -	\$ -	\$ -	\$ 12,160	\$ 12,160.00
Total	\$ 100,000	\$ 70,779.78	\$ (29,220.22)	\$ 70,779.78	\$ 25,000	\$ 95,779.78

CITY OF ILWACO
CITY COUNCIL AGENDA ITEM BRIEFING

A. Meeting Dates: Council Workshop: Public Hearing: 10/12/15
 Council Discussion Item: Council Business Item: 10/12/15

B. Issue/Topic: **City of Ilwaco Comprehensive Plan Adoption**

C. Sponsor(s):

1. Cassinelli
- 2.

D. Background (overview of why issue is before council):

The City of Ilwaco adopted its current Comprehensive Plan 18 years ago in 1997 as required under the Growth Management Act. RCW 36.70A.130 required the city to update this plan by December 1, 2010 to ensure compliance with the GMA.

E. Discussion (specific details relevant to the issue, pros/cons, alternatives and any other decision-making details):

1. To bring the city in compliance with the GMA, a plan update was initiated in 2014.
2. The Planning Commission held a public visioning session in March 2015.
3. A preliminary draft was prepared in July 2015 based upon data collected during the March visioning session, an update of technical planning information, and the requirements under RCW 36.70A and WAC 365-196.
4. This Comprehensive Plan update will take the place of the outdated 1997 Comp Plan.
5. This update does not include an Economic Development element as it is not a required element, however it would be a good practice to draft a separate economic development stand-alone policy. Please see briefing material for more information on the economic development element requirements.

F. Impacts:

1. Fiscal:
2. Legal: This ordinance has been reviewed by Heather Reynolds.
3. Personnel:
4. Service/Delivery:

G. Planning Commission: ☒ Recommended ☐ N/A ☐ Public Hearing on

H. Staff Comments:

I. Time Constraints/Due Dates:

J. Proposed Motion: **I move to enact Ordinance XXX, adopting the Comprehensive Plan dated June 2015 by reference as part of the Ilwaco Municipal Code.**

**CITY OF ILWACO
ORDINANCE NO. XXX**

**AN ORDINANCE OF THE CITY OF ILWACO, WASHINGTON, REPLACING THE
COMPREHENSIVE PLAN OF THE ILWACO MUNICIPAL CODE.**

WHEREAS, the City of Ilwaco adopted its current Comprehensive Plan 18 years ago in 1997 as required under the Growth Management Act; and

WHEREAS, RCW 36.70A.130 required the city to update this plan by December 1, 2010 to ensure compliance with Growth Management Act and Chapter 365-196 RCW, Procedural Criteria for Adopting Comprehensive Plans and Development Regulations; and

WHEREAS, to bring the city in compliance with the Growth Management Act, the city initiated a plan update in 2015; and

WHEREAS, a preliminary draft Comprehensive Plan was introduced in a public visioning session in March of 2015, and prepared to meet the requirements of RCW Chapter 36.70A and WAC Chapter 365-196. It was approved by the Planning Commission in July 2015; and

WHEREAS, the Department of Commerce has reviewed the Comprehensive Plan and has no comments; and

WHEREAS, the Comprehensive Plan has been submitted for review by SEPA and received a Determination of Non-Significance; and

WHEREAS, the City Council held a Public Hearing on October 12, 2015 to gather public input on the adoption of the Comprehensive Plan.

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF ILWACO,
WASHINGTON, DOES ORDAIN AS FOLLOWS:**

Section 1. The City of Ilwaco hereby adopts by reference the Comprehensive Plan dated June 2015 and replacing the Comprehensive Plan dated 1997.

Section 3. Severability. If any section, subsection, paragraph, sentence, clause or phrase of this ordinance is declared unconstitutional or invalid for any reason, such decision shall not affect the validity of the remaining parts of this ordinance.

Section 4. Referendum and Effective Date. This Ordinance, being an exercise of a power specifically delegated to the city legislative body, is not subject to referendum, and shall take effect and is in full force five (5) days after its passage, approval and publication of an approved summary of the title as provided by law.

**PASSED BY THE CITY COUNCIL OF THE CITY OF ILWACO, AND SIGNED IN
AUTHENTICATION OF ITS PASSAGE THIS _____ DAY OF _____, 2015.**

Mike Cassinelli, Mayor

ATTEST:

Holly Beller, City Clerk

VOTE	Jensen	Karnofski	Marshall	Chambreau	Fornier	Cassinelli
Ayes						
Nays						
Abstentions						
Absent						

PUBLISHED: Month date, Year

EFFECTIVE: Month date, Year



Draft

Comprehensive Plan



June 2015

City of Ilwaco

Draft Comprehensive Plan

June 30, 2015

Mayor:

Mike Cassinelli

City Council:

David Jensen

Vinessa Karnofski

Fred Marshall

Jon Chambreau

Gary Forner

Planning Commission:

Nansen Malin

Jackie Sheldon

Cheri Diehl

Nancy McAllister

Staff:

Ariel Smith, Treasurer

Holly Beller, City Clerk

Dave McKee, Public Works

Ryan Crater, City Planner (CREST)

Consultant:

John Kliem

 **CREATIVE COMMUNITY SOLUTIONS, INC.**

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Introduction

The City of Ilwaco Comprehensive Plan is a guideline for future development in the community. It communicates to citizens, private developers, and other public agencies a coordinated vision for the city that the City Council and the Planning Commission will encourage over the next 20 years.

Planning under the Growth Management Act

The City of Ilwaco is required to prepare a comprehensive plan and development regulations that complies with the Growth Management Act (GMA), Chapter 36.70A of the Revised Code of Washington. The Washington State Legislature adopted the GMA in 1990 because it found

"...that uncoordinated and unplanned growth, together with a lack of common goals expressing the public's interest in the conservation and the wise use of our lands, pose a threat to the environment, sustainable economic development, and the health, safety, and high quality of life enjoyed by residents of this state. It is in the public interest that citizens, communities, local governments, and the private sector cooperate and coordinate with one another in comprehensive land use planning."¹

The GMA provides both the legal structure and context for planning in the city, Pacific County, and many other local jurisdictions in the state. The GMA is simultaneously hierarchical and bottom's up in approach.

The GMA consists of an extensive set of laws and administrative procedures for how Ilwaco plans under the act. The basic planning framework mandated by the GMA requires Ilwaco to:

- Participate in regional planning efforts with Pacific County and the Cities of Long Beach, Raymond, and South Bend to prepare and adopt countywide planning policies;
- Prepare and adopt a comprehensive plan consistent with the GMA and the countywide planning policies; and
- Prepare and adopt development regulations consistent Ilwaco's Comprehensive Plan. Development regulations consist of critical areas, zoning, and subdivision laws.

¹ RCW 36.70A.010

The GMA requires local comprehensive plan to address the state's 13 broad planning goals. These are:

- Encourage urban growth where facilities are adequate to meet service needs.
- Eliminate sprawling, low-density development that is expensive to deliver services to and is destructive to critical areas, rural areas, and resource values
- Encourage efficient, multi-modal transportation.
- Encourage a variety of affordable housing for all economic segments of the population.
- Encourage economic development consistent with resources and facilities throughout the state.
- Protect property from arbitrary decisions or discriminatory actions.
- Issue permits in a timely manner and administer them fairly.
- Maintain and enhance resource-based industries.
- Encourage retention of open space and recreational areas.
- Protect the environment and enhance the quality of life.
- Encourage citizen involvement in the planning process.
- Ensure that adequate provision of public facilities and services in a timely and affordable manner.
- Identify and encourage preservation of historic sites.

Countywide Planning Policies

In 1997, Pacific County and the Cities of Long Beach, Ilwaco, Raymond, and South Bend prepared and adopted countywide policies.² The intent of these policies is to coordinate the broader aspects of how all five jurisdictions approach comprehensive planning within Pacific County. These eight policies addressed:

- Establishing urban growth areas
- Promoting contiguous and orderly development and providing urban services
- Identifying transportation facilities and strategies
- Providing for affordable housing for all citizens
- Encouraging joint county and municipal planning

² Appendix A contains a copy of the Countywide Planning Policies.

- Planning for economic development and employment
- Siting countywide and statewide public capital facilities
- Analyzing the fiscal impacts of growth

Using both GMA goals and the countywide planning policies, the city also must develop its comprehensive plan within a framework set by Chapter 365-196 of the Washington Administrative Code, *Procedural Criteria for Adopting Comprehensive Plans and Development Regulations*.

The Comprehensive Plan is also important as the city's official policy document that provides the reasoning behind laws relating to zoning, critical areas regulations, and land division. The GMA requires that all development regulations must be consistent with the goals and policies within the Comprehensive Plan. The Shoreline Management Act also requires integration of Shoreline Master Programs with the Comprehensive Plan.

City of Ilwaco Planning History

When Pacific County chose to plan under the GMA in October 1990, the City of Ilwaco was required to prepare a comprehensive plan and development regulations consistent with the state law and the countywide planning policies. The city adopted its first GMA comprehensive plan in July 1997, with its first mandatory update due no later than December 2010.³ Despite missing this deadline, the city adopted this update to its comprehensive plan in 2015. Mandatory updates are required every eight years thereafter.

In 2011, Pacific County's 2010 Comprehensive Plan Update came under challenge before the Western Washington GMA Hearings Board over the delineation of the Urban Growth Area boundaries. While the challenge primarily focused on the unincorporated Seaview area, the county responded by passing an ordinance that retracted all Urban Growth Areas to the city limits of each municipality in the county.⁴ There has been no action to-date on revisiting the urban growth boundaries through the countywide planning process.

The 2015 Comprehensive Plan Update

RCW 36.70A.130 requires the city to periodically review its comprehensive plan and development regulations to ensure their consistency with the GMA and related laws. The review and update process is important; cities and counties not in compliance with this section

³ See RCW 36.70A.130(4)(d) and (6)(c)

⁴ Pacific County Ordinance 161, December 13, 2011

of the GMA may not receive "...grants, loans, pledges, or financial guarantees under Chapter 43.155 or 70.146...."

Organization of the Comprehensive Plan

The Comprehensive Plan consists of six elements that provide goals and policies for guiding future development in the city. These Elements address goals and policies for Land Use, Housing, Public Facilities and Services, Utilities, Transportation, and Sustaining the Comprehensive Plan.

Information used to develop the goals and policies within each element follows in the Technical Information Profiles.

Community Vision Statement

The Ilwaco Planning Commission hosted a workshop on March 3, 2015 to develop a community vision statement to guide the development of the comprehensive plan.

By Land or by Sea

Ilwaco will become a destination community that features its historic roots as a fishing village, transportation hub, and center of commerce; where the Columbia River meets the Pacific Ocean. The city will entice visitors to Ilwaco by marketing the community regionally and around the globe. Once here, visitors will learn more about Ilwaco's amenities through information kiosks and improved signage.

Increased Business Opportunities

The future of Ilwaco depends on the presence of a strong, local economy that serves the needs of residents and visitors alike. Improving Downtown Ilwaco should be a central focus of this effort. The city needs to provide incentives for property owners who invest in their buildings and make them available for new businesses. While creating a year round economy is important, the community has tremendous potential to expand its range of businesses serving seasonal tourism. The city and private interests should collaborate especially with the Port of Ilwaco to increase services to visitors who come during the charter boat season. Businesses such as restaurants, accommodations, entertainment opportunities, and services will contribute to creating a vibrant downtown environment.

Streetscapes – Looking for Excellence

Ilwaco needs a bit of sprucing up to take best advantage of its many terrific community assets. By cleaning up nuisance properties, improving storefronts, and repairing sidewalks, Ilwaco's appearance and attractiveness will truly shine. The city can facilitate this effort by exploring alternative street design that improves the appearance of its thoroughfares and increases pedestrian accessibility within the community.

Infrastructure Serving Housing, Businesses, and Parks

Infrastructure plays an important economic role in sustaining and growing housing, businesses, and parks in Ilwaco. The city should continue to its investment in improving and expanding its infrastructure throughout the community. Improving city infrastructure to Port of Ilwaco properties benefits the downtown core.

Increase Senior Resources

As the demographics for Ilwaco show, serving the growing population of people over the age of 65 years is increasing steadily in importance. The city should encourage a wide range of housing types for seniors, including elder housing and long-term care. There also will be a need for expanding senior-oriented health care.

Increased Housing Opportunities

Ilwaco needs to encourage a diverse array of housing types to address the needs of permanent and part-time residents. The city can be a catalyst for increasing housing opportunities for low- and moderate-income people by adopting innovative regulations, reducing infrastructure costs, and seeking state and federal grant resources. Expanding other housing options for visitors and part-time residents, such as condominiums and vacation rentals, will contribute to Ilwaco's overall economy.

Increased Transportation Opportunities

The city should collaborate with Pacific Transit to find ways to increase the frequency of transit operations between Ilwaco and Long Beach. Forging this connection will benefit both communities economically.

More Parks and Recreation

Parks and recreation programs play an important role in the quality of life for Ilwaco citizens, especially for its youth. The city should seek to improve its existing facilities while promoting new ones. Potential projects include skate and splash parks for youth, a performance pavilion for public entertainment, and bike and pedestrian paths that link the community together. The addition of showering and laundry facilities at the Port of Ilwaco that serve visiting recreational boaters would be a great draw.

Land Use Element

The Land Use Element provides for the general distribution, location, and extent of land uses for residential, commercial, manufacturing areas within the city over the next 20 years to accommodate anticipated growth. It also includes goals and policies for environmental protection, urban growth areas, and open space.

Accommodating Anticipated Future Growth

Goal: *Ensure an adequate supply of land over the next 20 years to accommodate the residential, commercial, manufacturing, and public services and facilities needs of the community.*

Planning Policies for Accommodating Future Growth

- 1.1. Ilwaco forecasts an annual growth rate of 1.0% over the next twenty years that will increase the resident population by approximately 200 people, a total resident population of to 1,150 people by 2035.
- 1.2. The city anticipates the continued trend of second home ownership by nonresidents over the 20-year planning period. These vacation homes likely could add an additional 15 units beyond the 100 new units needed to serve a growing resident population.
- 1.3. Carefully monitor annual population estimates annually to evaluate the impact of immigration into the community to determine if seasonal residents become permanent ones.

Planning Policies for Future Land Demand

- 1.4. The projected increase in resident population by 2035 will create a need for 100 new housing units within the city, creating a total resident housing stock of 670 units.
- 1.5. The estimated demand for future resident housing will comprise 85 single-family units and 15 multifamily units.
- 1.6. The estimated gross residential acreage necessary for accommodating future single-family development will be 17.2 acres.
- 1.7. The estimated gross residential acreage necessary for accommodating future multifamily housing will be approximately 2 acres. There is sufficient vacant land available within the existing city limits to accommodate future residential growth.

- 1.8. Future commercial development will focus on the redevelopment of properties within the existing downtown area, First Avenue, and on Port of Ilwaco properties near the waterfront.
- 1.9. Future industrial development will focus on Port of Ilwaco properties near the waterfront and at the airport.
- 1.10. The current city limits boundary is sufficient to accommodate urban growth for the City of Ilwaco over the next 20 years.

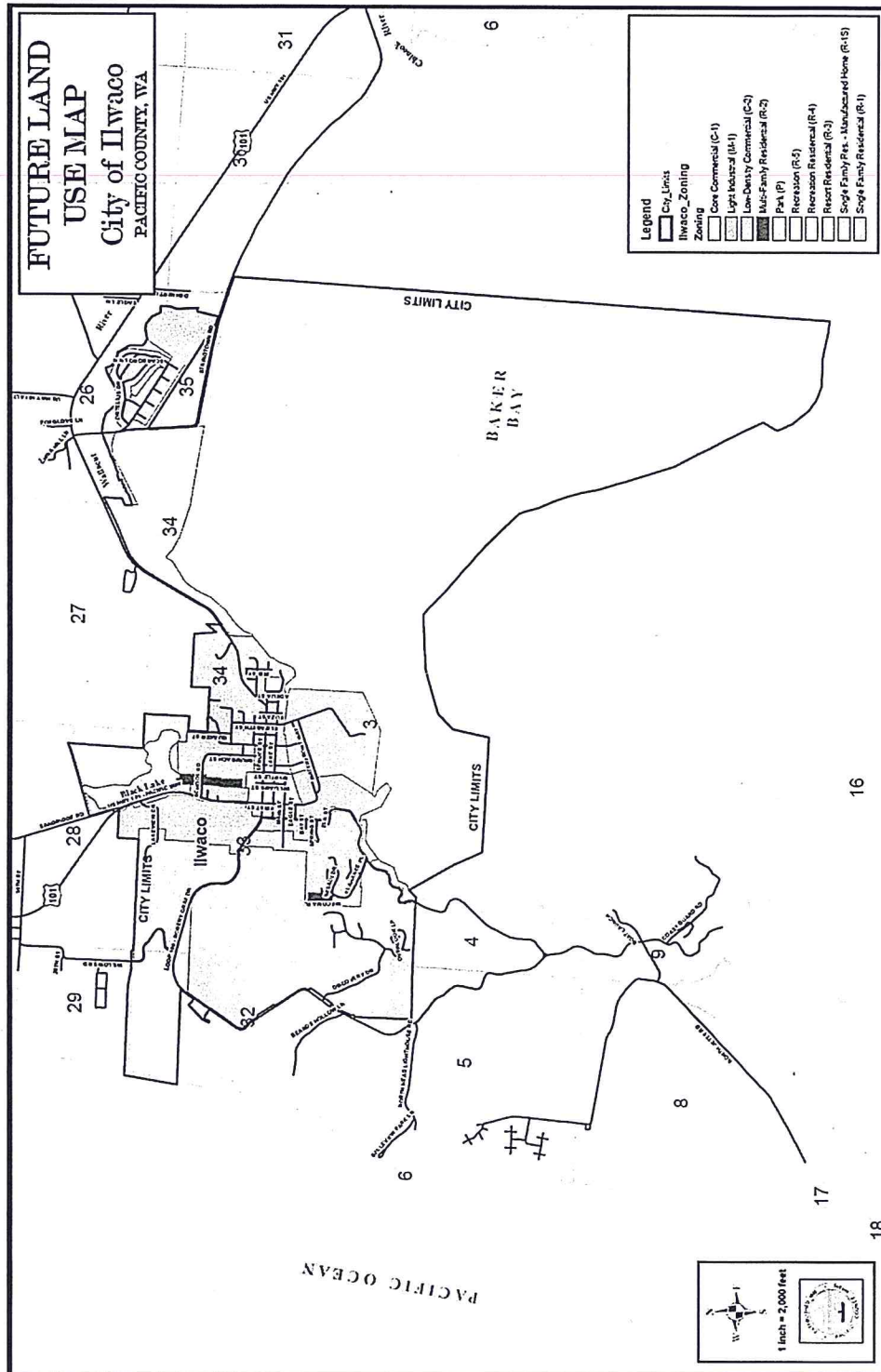
Distribution of Development Districts

Goal: *The city will protect traditional development patterns by separating land uses into appropriate districts in accordance with the Future Land Use Map.*

Policies for Residential Districts

- 1.11. Establish a low-density Residential (R-1) District that serves the needs of single-family homes, including new manufactured homes, in a traditional neighborhood development pattern. Net density standards for the district will be seven dwelling units per acre with a minimum lot size of 6,000 square feet. Allowed uses also include parks, schools, and public facilities and services.
- 1.12. Establish a low-density Residential Overlay (R-1S) District that allows those uses provided in the R-1 District that include the siting of previously sited and singlewide manufactured homes. Net density standards for the district will be seven dwelling units per acre with a minimum lot size of 6,000 square feet. Allowed uses also include parks and public facilities and services.
- 1.13. Establish a Multifamily Residential (R-2) District that allows single-family, duplex, and multifamily dwellings at higher densities with a minimum lot size of 5,000 square feet for single-family and 7,000 square feet for duplexes. Multifamily units may locate at a net density of up to 25 units per acre. Allowed uses also include parks and public facilities and services.
- 1.14. Establish a Resort Residential (R-3) District that promotes a mix of residential, recreation, and limited tourist-oriented commercial uses. Net density standards in the district for single-family residences will be seven dwelling units per acre with a minimum lot size of 6,000 square feet and 7,000 square feet for duplexes. Multifamily units may locate at a net density of up to 25 units per acre. Allowed uses also include parks, semi-public uses, and public facilities and services.

1.15. Future Land Use Map



Policies for Commercial and Manufacturing Districts

Goal: *Encourage economic development within the city by establishing districts appropriate for a range of commercial and manufacturing uses.*

- 1.16. Establish a Downtown Commercial (C-1) District that reflects the city's historic mix of retail trade, dining, services, and professional businesses. The C-1 District encourages a compact, pedestrian-oriented development pattern. Residential uses may locate above the ground floor of commercial buildings. Other allowed uses include public facilities and services.
- 1.17. Prepare an economic development and urban design strategy for the Downtown Commercial District that integrates historic elements of Ilwaco's Nordic and commercial fishing heritage.
- 1.18. Establish a Low-Density Commercial (C-2) District that provides for a wide range of retail trade, services, tourist recreation, public, and semi-public uses that serve the needs of residents and visitors. The focus of the C-2 District centers on the Port of Ilwaco's waterfront, First Avenue, and Second Avenue.
- 1.19. Establish a Recreation (R-5) District that caters to the needs of tourism and recreational facilities. Businesses located in this district may include parks, camping facilities, recreational facilities, and other uses that serve both active and passive recreation activities.
- 1.20. Establish a Light Industrial (M-1) District that allows for indoor and outdoor manufacturing activities that can require outdoor storage, sales, repair, and assembly. Uses in this district do not create noise, glare, and industrial wastes.
- 1.21. Discourage the siting of land uses adjacent to the Port of Ilwaco Airport that would disrupt aircraft use, including limiting the height of structures within the flight path.
- 1.22. Create flexible development regulations for the Downtown Commercial District that will provide private property owners with incentives for redevelopment.
- 1.23. Encourage the development of a downtown and waterfront strategic plan that identifies design themes and infrastructure improvements that improve the commercial viability of the area.

- 1.24. Continue to invest in street, sewer, and water infrastructure improvements to ensure the retention and expansion of businesses and manufacturing activities in the downtown and waterfront area.

Environmental Protection

Goal: *Identify areas within the city that pose significant development constraints due to the presence of critical areas and manage them to protect public safety, property, and important environmental resources.*

Policies for Environmental Protection

- 1.25. Critical areas within the city of Ilwaco include geologically hazardous areas, frequently flooded areas, wetlands, and fish and wildlife habitat conservation areas.
- 1.26. Use best available science to designate and protect wetlands and fish and wildlife habitat conservation areas from incompatible development impacts with appropriate standards for buffers and mitigation.
- 1.27. Protect people and property in geologically hazardous and frequently flooded areas by adopting and implementing development regulations that adequately address the dangers associated with developing in these areas.
- 1.28. Avoid the location of public facilities within tsunami hazard and 100-year floodplains unless no other feasible alternative is available.
- 1.29. Maintain the city's participation in the National Flood Insurance Program.
- 1.30. Rely on Best Management Practices in Volume IV of the *Stormwater Management Manual for Western Washington* and develop a comprehensive storm drainage plans to reduce the threat of flooding to people and property as well as minimizes pollutant discharges to surface waters.
- 1.31. Encourage new developments to use low impact development methods to protect area water quality.
- 1.32. Annually review critical areas regulations to ensure they remain current with the best available science.
- 1.33. Cooperate with local land trusts to acquire and protect unique critical areas, especially quality wetlands and fish and wildlife habitat areas within the city.

- 1.34. Increase community resilience to tsunami inundation by seeking resources to plan for and establish appropriate emergency services at the School Hill evacuation assembly area.

Retaining Open Space

Goal: *Encourage the retention of open space in the community through innovative development standards, parks, and conservation areas.*

Policies for Open Space and Parks

- 1.35. Promote community health by encouraging citizens to stay physically active by providing parks, trails, and other recreation assets.
- 1.36. The Comprehensive Plan adopts by reference the City of Ilwaco Parks, Trails & Natural Areas Plan – 2014-2020.
- 1.37. Adopt development regulations that allow for clustered developments for new neighborhoods to reduce development costs and encourage the retention of open space.
- 1.38. Incorporate within development regulations standards that protect unique view corridors within the city.
- 1.39. Encourage both public and private investment in acquiring open spaces within the city.

Urban Growth Area

Goal: *Ensure an adequate supply of land for future demand for residential, commercial, and industrial growth.*

Policies for Urban Growth Area

- 1.40. Monitor growth projections and available land supply annually to evaluate the need to identify lands for inclusion into a City of Ilwaco urban growth area, if necessary. Coordinate this evaluation process with Pacific County and the Cities of Long Beach, Raymond, and South Bend during periodic review of the Countywide Planning Policies and review the boundaries as needed.

Housing Element

The Comprehensive Plan promotes safe, affordable housing of choice for all citizens within the city. The Housing Element does this by creating a framework of goals and policies that encourages a public-private partnership to achieve these goals for the community.

Housing Diversity

Goal: *Encourage the development of a wide range of housing types that serve the needs and choice of all Ilwaco residents.*

Policies for Housing Diversity

- 2.1. Provide for a mix of single-family, new manufactured housing, duplex, and multifamily housing types in appropriate locations within the city's residential development districts.
- 2.2. Establish development regulations that accommodate new manufactured housing in residential zoning districts on par with site built homes and provide areas for the siting of used manufactured homes.
- 2.3. Encourage the development of residential living units above the ground floor of buildings in the Downtown Commercial District.
- 2.4. Encourage the development of assisted housing for seniors and people with disabilities throughout the city's residential and commercial districts.
- 2.5. Establish development standards that will allow the inclusion of accessory dwelling units within single-family homes.
- 2.6. Coordinate street and sidewalk improvements within neighborhoods to enhance the needs of residents with limited mobility.
- 2.7. Continue to encourage the development of housing for seasonal residents that includes single-family homes, condominiums, and apartments.
- 2.8. Prepare an assessment examining if there is a need for life/safety improvements for seniors and people with disabilities who wish to remain in their own homes. If such a need exists, pursue state and federal funding through grant programs, such as the Community Development Block Grant.

Housing Affordability

Goal: *Encourage the development of housing for residents of all income levels.*

Policies for Housing Affordability

- 2.9. Work with the Joint Housing Authority of Pacific County and the Longview Housing Authority to increase rental assistance programs for Ilwaco residents.
- 2.10. Encourage the development of affordable rental housing by working in part in partnership with private and nonprofit entities.
- 2.11. Explore potential affordable housing opportunities for Ilwaco residents by preparing a housing assessment that examines housing affordability in the community and identifies strategies and projects to address needs.
- 2.12. Incorporate innovative site development standards that reduce costs for new residential development, such as reduced right-of-way widths, sidewalk provisions, and alternative bulk and size requirements on lots.

Housing Quality

Goal: *Promote safe housing for all Ilwaco residents through programs and services provided by the city and in partnership with other governmental agencies and nonprofits.*

Policies for Housing Quality

- 2.13. Ensure public safety and housing values by enforcing building codes and nuisance regulations.
- 2.14. Collaborate with regional housing organizations to create and fund housing rehabilitation programs for low- and moderate-income households through state and federal housing programs, such as the Community Development Block Grant Program.

Public Facilities and Services Element

The Public Facilities and Services Element establish approaches and standards for providing adequate facilities and services in the City of Ilwaco consistent with the Land Use Element. In addition, it identifies capital improvements needed in the city over the next six years, how the city will allocate those costs between existing and new development, how to site essential public facilities in the community, and adopts by reference functional public facilities and services plans. The element also addresses the siting essential public facilities in accordance with the Countywide Planning Policies.

Providing Adequate Public Facilities and Services

Goal: *Ensure the availability of adequate public facilities and services that meet the current and future development needs of Ilwaco.*

Policies for Providing Adequate Public Facilities and Services

- 3.1. Public facilities essential for accommodating development within the city consist of the water system, sewer collection system, stormwater collection, and city buildings.
- 3.2. The primary public services provided by the city include fire protection and parks.
- 3.3. Major city services that Ilwaco contracts for with other public and private agencies include law enforcement, library services, and solid waste management.
- 3.4. The City of Ilwaco adopts levels of service (LOS) standards as the benchmark for evaluating, maintaining, and forecasting the adequacy of public services and facilities. The city will ensure public facilities and services meet the following LOS standards during the 20-year planning period:

A. Water System

- Ensure sufficient water rights for the water service area that meets or exceeds the projected average day consumption rates in the City of Ilwaco Water System Plan, June 2011 (Table 2-11)
- Meet or exceed all requirements for drinking water quality under the Federal Safe Drinking Water Act and under WAC 246-290, Part 4, for Group A Public Water Systems
- Ensure that the water distribution system and storage facilities continues to meet or exceed the standards established under WAC 246-290, Part 3, for Group A Public Water Systems

- Maintain a fire-flow of 500 gallons per minute for residential zoning, and 3,000 gallons per minute for three hours in the city center and port area.

B. Sewer System

- Provide a sewage collection and treatment system that meets the projected needs of the service area as described in the City of Ilwaco Wastewater Facility Plan Update (2013) and the city's National Pollution Discharge Elimination Permit (NPDES).

C. Stormwater System

- Provide a public collection system capable of conveying a 25-year frequency storm event without flooding or damage to structures

D. City Buildings

- Provide and maintain city buildings for administrative staff, fire station, and community building

E. Law Enforcement

- Continue to contract with the City of Long Beach to provide 24-hour staffing

F. Fire Protection

- Maintain National Fire Protection Association Standard 1720, *Standard for the Organization and Deployment of fire Suppression Operations, Emergency Medical Operations and Special Operations to the Public by Volunteer Fire Departments*

G. Solid Waste Collection

- Continue to contract for solid waste collection services for residential and commercial disposal needs

H. Parks

- Continue to maintain and upgrade existing city park facilities, natural areas, and trails at current levels or better

- 3.5. The city requires the availability of adequate public facilities and services concurrent when the impacts of development occur.
- 3.6. The city will work with citizens to evaluate the adequacy of existing public facilities and services in neighborhoods and develop projects that address deficiencies.

- 3.7. The city will evaluate and assure that all public facilities and services are consistent with accommodating future growth projections in the Land Use Element before adopting six-year public facilities plans.
- 3.8. Protect ground and surface water quality by upgrading wastewater collection lines.
- 3.9. The following policies will guide the city in prioritizing public facilities and services capital expenditures:
 - A. Priority 1: Remedy urgent or emergency conditions that are dangerous to public health or safety;
 - B. Priority 2: Correct existing deficiencies;
 - C. Priority 3: Meet the needs of planned growth; and
 - D. Priority 4: Add desirable new facilities and services.
- 3.10. The city will continue to maintain and update its public facilities to accommodate the growth projections in the Land Use Element. If LOS standards fall below adopted levels in this plan, the city will take one or more of the following actions:
 - A. Reduce demand through demand management strategies;
 - B. Reduce the LOS standards;
 - C. Increase revenues;
 - D. Reduce the cost of public facilities and services; and/or
 - E. Revise the Land Use Element.
- 3.11. The City of Ilwaco Comprehensive Plan adopts the following plans for public facilities and services:
 - A. City of Ilwaco Water System Plan, June 2011
 - B. City of Ilwaco 2013 Wastewater Facility Plan Update/Sahalee Subdivision Preliminary Engineering Report, November 2013
 - C. City of Ilwaco Parks, Trails, & Natural Areas Plan – 2014-2020, January 2014
 - D. City of Ilwaco Stormwater Plan,
 - E. Port of Ilwaco Marina Master Plan, February 2012
 - F. Pacific County Hazard Mitigation Plan, June 2010
 - G. Source Watershed Control Plan, May 2015

Priority Public Facilities and Services Capital Improvements

Goal: *Identify capital expenditures for public facilities and services necessary for implementing the Land Use Element over the next six years.*

Policies for Priority Public Facilities and Services Capital Improvements

3.12. Update six-year financing plans for public facilities and services capital projects annually.

3.13. Pursue ratemaking policies that encourage water conservation.

3.14. Water System Six-Year Capital Improvement Plan

Year	Project Description	Estimated Cost	Funding Sources
2015	New 1.0 mgd Treatment Unit	\$850,000	DOH grant/Local funds
2016	Sahalee Water Main Replacement	\$1,257,900	PWTF
2017	Cook's Hill Road Waterline Extension	\$603,000	DWSRF/PWTF
2020	Whealdon Street Booster Station	\$133,000	Local funds

3.15. Sewer System Six-Year Capital Improvement Plan

Year	Project Description	Estimated Cost	Funding Sources
2017	Nesadi Drive Sewer Improvements	\$336,000	PWTF
2017	Sahalee Sewer System Improvements	\$2,199,300	ECY SRF
2017	Reroof wastewater treatment facility	\$50,000	Local funds

3.16. Parks Six-Year Capital Improvement Plan

Year	Project Description	Estimated Cost	Funding Sources
2015	Improve access roads & develop parking area, including sidewalks, bike lands, ADA accessible parking	\$80,000	Grant
2016	Connect City Park to downtown, Port, & Discovery Trail with signs, sidewalks & bike lanes	\$20,000	Grant
2016	Add & improve City Park amenities, including new signage, drinking fountains, dog bag stations, bicycle racks	\$5,000-10,000	Donations
2015	Redesign & redevelop City Park layout and facilities	\$25,000	Donations

Year	Project Description	Estimated Cost	Funding Sources
2015	Add & improve Black Lake Park amenities, including new & increased signage, drinking fountains, dog bag stations, bicycle racks, & trash cans	\$10,000	Grant
2016	Acquire more of Black Lake Hill and expand Black Lake Park	\$200,000- \$350,000	Grant
2016	If land acquisition is not possible, secure upper Salamander Trail easement	\$30,000	Grant
2017	Improve & expand Black Lake Park trails for mountain biking	\$50,000	Donation
2017	Explore making the Black Lake Park core trail ADA accessible	\$10,000	Grant & donations
2019	Improve boat launch parking at Black Lake Park	\$50,000	Grant
2018	Add more covered picnic areas at Black Lake Park	\$15,000	Grant & donations
2015	Develop water source protection plan for Indian Creek Natural Area	\$50,000	Grant
2015	Buy out two remaining timber harvest rights to protect water source in Indian Creek Natural Area	\$350,000	Grant
2016	Connect Port waterfront to Discovery Trail through designated parking, welcome kiosk, signage, sidewalks, & bicycle lanes.	\$500,000	Grant
2015	Build pedestrian & bicycle trail from waterfront to boat launch	\$20,000	Grant
2016	Add mileage & restroom location signage along Discovery Trail	\$7,500	Grant
2016	Add interpretive signage along Discovery Trail	\$4,000	Grant
2015	Study for re-contouring trail between Beards Hollow & Beards Hollow Overlook	\$10,000	Grant
2015	Study better connection between Beards Hollow Overlook & Discovery Trail with signs & safer, paved trails	\$20,000	Grant
2015	Extend Discovery Trail north from Port, past City Park, over Cooks Hill to SR 101	\$273,400	Grant
2018	Protect Lake Holman east of Discovery Trail	\$25,000- \$100,000	Grant & donations
2015	Develop comprehensive park/trail signage style & use throughout the city	\$40,000	Grant & donations
2018	Connect all parks and trails to downtown through way finding signage, trails, sidewalks, & bicycle lanes	\$500,000	Grant
2015	Promote Ilwaco's parks, trails, & natural areas with signs, brochures, website, social media, smart phone tours	\$50,000	Grant & donations

3.17. Stormwater Six-Year Capital Improvement Plan

Year	Project Description	Estimated Cost	Funding Sources
2015	Ditch rehabilitation: west of 2 nd Avenue, East of Eagle St./First Ave., Maryann St./SR 101	\$7,000	Stormwater Utility
2015	Willow ditch improvements: Willow St. east of Quaker Ave/Installation of 200 LF of 24-inch pipe	\$55,000	Stormwater Utility
2017	Vandalia stormwater improvements design	Unknown	Stormwater Utility

3.18. Public Safety Improvement Plan

Year	Project Description	Estimated Cost	Funding Sources
2017	Purchase new or used ladder truck for Fire Department	\$450,000 used \$930,000 - \$1.0M new	Bond issue
2016	Fire Department emergency supplies	\$500	General fund
2016	72-hour emergency supply for 20 people at tsunami evacuation point	\$5,000	Grant

Funding for Public Facilities and Services

Goal: *Allocate the cost of public facilities and services fairly between existing and new development.*

Policies for Funding Public Facilities and Services

- 3.19. Existing development will contribute to correcting deficiencies currently existing in public facilities and services.
- 3.20. New development shall pay its own way for improvements required under the Comprehensive Plan.
- 3.21. Existing and new development will share equally in the cost for new or expanded capital facility improvements that correct existing level of service deficiencies.
- 3.22. The city will explore a variety of financing mechanisms for existing and new public facilities and services improvements, including state and federal grant assistance.

Coordinating Capital Facilities and Services with Special Use Districts

Goal: *Coordinate capital improvement plans with special use districts within the city to ensure adequate facilities and services are concurrent with their growth.*

Policies for Coordinating Capital Facilities and Services Plans

- 3.23. The city will consult with the Port of Ilwaco, Pacific County Public Hospital District No. 3, and Ocean Beach School District #101 to stay aware of their development plans to ensure there are adequate public facilities and services available for delivery of their services.

Siting Essential Public Facilities

Goal: *Work with Pacific County and the Cities of Long Beach, Raymond, and South Bend to maintain consistent and equitable planning policies for siting of essential public facilities.*

Policies for Siting Essential Public Facilities

- 3.24. Essential public facilities include:
- A. Multicounty facilities, such as regional transportation facilities, state correction facilities, and state educational facilities;
 - B. Countywide facilities that serve more than a single jurisdiction, such as county jails, landfills, community colleges, sewage treatment facilities, communication towers, inpatient facilities; and
 - C. City facilities that primarily serve Ilwaco.
- 3.25. All essential public facilities are conditional uses within any development district within the city. The proposed siting of an essential public facility shall identify the approximate area where the proposed project could potentially have adverse impacts, (such as increased traffic, public safety risks, noise, glare, emissions, or other environmental impacts) in order to enable the city to determine the project's compatibility with surrounding land uses.
- 3.26. The city may impose reasonable conditions on an essential public facility necessary to mitigate the impacts of the project, but it cannot adopt development regulations that preclude its siting.
- 3.27. The proposed siting of an essential public facility must provide early notification and involvement of affected citizens and jurisdictions.

- 3.28. Essential public facilities must not have any probable significant adverse impact on critical areas, except if no feasible alternative exists.
 - 3.29. Applicants for multi-county or countywide essential public facilities should provide an analysis of the alternative sites considered for the proposed facility.
 - 3.30. Essential public facilities siting within the city shall be consistent with the Comprehensive Plan and all adopted city ordinances.
-

Transportation Element

The Transportation Element describes how the city's Comprehensive Plan will create an efficient circulation system consisting of roadways, waterways, and non-motorized routes that meets local and regional needs consistent with the Land Use Element.

Maintaining Existing Transportation Infrastructure

Goal: *Maintain existing transportation infrastructure and services that meet the residential and economic needs of the community.*

Policies for Maintaining Existing Transportation Infrastructure

- 4.1. The city adopts a level of service (LOS) D or better for arterial streets and a LOS C or better for collectors.⁵
- 4.2. The city will monitor existing arterials and collectors for their adequacy in meeting the demands of increased traffic.
- 4.3. Work closely with the Washington State Department of Transportation to monitor traffic counts along SR 101 within the city to ensure appropriate capacity exists to accommodate increases in traffic demand.
- 4.4. Encourage heavy commercial and industrial truck traffic on SR 101 to use the Elizabeth Avenue-Howerton Way-First Avenue couplet to access the Port of Ilwaco.
- 4.5. Promote the use of the Alternate SR 101 to relieve traffic congestion in Ilwaco during peak traffic periods.
- 4.6. Reduce traffic congestion at Spruce Street and First Avenue by adding turn lanes.
- 4.7. Investigate safe bicycle routes that connect major interest points in the city to ensure rider safety.
- 4.8. Improve pedestrian circulation and safety throughout the city, with an emphasis on providing sidewalks between downtown and the Port of Ilwaco.

⁵ LOS C has an average control delay of less than 20 to 35 seconds per vehicle that maintains stable flows with acceptable delays. LOS D has an average control delay of less than 55-80 seconds per vehicle that approaches unstable flow with tolerable delays, waiting through more than one signal before proceeding.

- 4.9. Retrofit existing sidewalks to make them accessible in accordance with Americans with Disabilities Act.
- 4.10. Improve the safety of the intersection of Cooks Hill Road and SR 101.
- 4.11. Support continued funding for the maintenance of the Baker Bay channel leading to the Port of Ilwaco and the Coast Guard station.
- 4.12. Work with Pacific Transit to increase service to Ilwaco from Long Beach and other destinations within the county.
- 4.13. Work with the Washington Department of Transportation to include travelers' amenities on SR 101 and SR 100, such as restrooms, visitor information kiosks, and pull-offs.

New Transportation Infrastructure

Goal: *Design and implement safe transportation improvements that are consistent with the goals and policies of the Land Use Element.*

Policies for New Transportation Infrastructure

- 4.14. All land uses shall provide safe access to a public street.
- 4.15. Extensions and new city arterials shall meet LOS D or better and collectors shall meet LOS C or better.
- 4.16. The city should collaborate with large lot private landowners west of First Avenue to develop a general street design system for the area to ensure future access for all properties.
- 4.17. The city will require new development to extend public streets to ensure safe and efficient circulation throughout the city.
- 4.18. All new streets shall be capable of accommodating emergency service vehicles.
- 4.19. Update the city's Unified Development Ordinance to provide appropriate street, sidewalk, and bicycle design standards, including adopting the most recent Standard Specifications for Public Works Construction published by the American Public Works Association.

- 4.20. Facilitate pedestrian and bicycle path projects in the Park Plan to promote an increase in the physical activities of citizens.
- 4.21. Participate in and coordinate transportation improvement needs with the Southwest Washington Regional Transportation Planning Organization.

Allocating Costs for Transportation Improvements

Goal: *Allocate the cost of transportation improvements fairly between existing and new development.*

Policies for Allocating Costs for Transportation Improvements

- 4.22. Property owners in established areas of the city will contribute to the cost of correcting street and sidewalk deficiencies.
- 4.23. Developers will be responsible for the cost of new street and sidewalk that solely benefit their development.
- 4.24. Existing users and new development may share equally for expanded streets and sidewalks that benefit all residents and businesses.
- 4.25. Public expenditures for streets will be based on the following priorities:
 - A. Remedy an urgent or emergency condition which is dangerous to public health or safety;
 - B. Correct existing deficiencies that result in transportation facilities falling below the established level of service standard;
 - C. Meet the needs of planned growth; and,
 - D. Add desirable new streets or amenities.
- 4.30. Capital expenditures for streets will conform to the City of Ilwaco's adopted Comprehensive Plan.
- 4.31. The city will explore a variety of financing mechanisms for improving streets and sidewalks.

Priority Street and Sidewalk Improvements

Goal: *Adopt six-year transportation improvement plans for street and sidewalk construction that are consistent with the Land Use Element.*

Policies for Priority Street and Sidewalk Improvements from 2016 to 2021

4.32. Six-Year Transportation Improvement Plan

Priority / Year	Street	Project Description	Class	Estimated Cost	Funding Sources
1 2016	Adelia & Spruce Streets	Reconstruction and paving from SR 101 cut-off to Lake Street, including parking area	Local	\$496,000	TIB, local
2 2016	Capt. Robert Gray Drive	Chip seal from Stringtown Road to Ortelius Drive	Local	\$124,925	TIB, local
3 2018	Cook's Road NE	Rebuild hazardous intersection with SR 101	Local	\$523,000	TIB, local
4 2016	Discovery Trail Extension	Extend the Discovery Trail from Main Street to Cook's Hill	Pedestrian Bicycle	\$1,728,000	State Ped/ Bike, local
5 2016	Advent Ave. & Hemlock St.	Pave from Spruce to Quaker, (sidewalks from Spruce to Willow) and Hemlock from Advent to Brumbach Avenues	Local	\$506,000	TIB, local
6 2016	Scarborough Ln.	Chip seal and add storm drains	Local	\$249,000	TIB, local
7 2017	Lake St.	Pave and add sidewalks from Adelia to Williams	Local	\$600,000	TIB, local
8 2017	Pearl & Myrtle Avenues	Pave Pearl from Spruce to Howerton & chip seal Myrtle from end to Main	Local	\$389,000	TIB, local
9 2017	Ortelius Dr.	Chip seal and add storm drains from Stringtown to Capt. Robert Gray Dr.	Local	\$344,000	TIB, local
10 2019	Vandalia Cul-de-sacs	Chip seal from Capt. Robert Gray Dr. to end of each cul-de-sac	Local	\$126,000	TIB, local
11 2016	Sidewalk improvements	Repair various city sidewalks	Various	\$20,000	TIB
12 2018	Reservoir Rd.	Chip seal from Wecoma to dead end	Local	\$69,000	TIB, local
13 2017	Miscellaneous chip seal	Advent, Myrtle, Ash, Eagle, Main SE, & Pearl	Local	\$26,064	Local
14 2019	Main St. SW	Repair sloughing street and connect to Discovery Trail	Local	\$218,000	TIB, local
15 2018	Whealdon St.	Chip seal and dedicate gravel road on city property within city limits	Local	\$321,000	TIB, local
16	Quaker St. Extension	Develop road to Black Lake / old city shop	Local		

Utilities Element

The Utilities Element addresses the utilities provided by special use districts and private providers. It assures that these key services will be available to growth in a manner consistent with the Comprehensive Plan Land Use Element as projected growth happens. The main utility providers in Ilwaco supply electrical and telecommunications services.

Planning and Locating Utilities

Goal: *Maintain ongoing and cooperative partnerships with utility providers to assist in facilitating the reliable delivery of electricity, telephone, and cable services in the city in an economical manner that respects the aesthetic character of the neighborhood and commercial development districts.*

Policies for Planning and Locating Utilities

- 5.1. The location of public and private utility transmission facilities lines should be in public rights-of-way.
- 5.2. New subdivisions will be required to have underground utilities.
- 5.3. The city will require dedication of all new rights-of-way to provide adequate land for location of utility lines for all utility providers.
- 5.4. The city will encourage utility providers to move overhead lines underground as part of street, sewer, water, and storm drainage projects.
- 5.5. The city will assure timely notification to utility providers of street construction and maintenance of existing rights-of-way.
- 5.6. Utility providers shall complete restoration of rights-of-way to city street standards in a reasonable period to assure public safety.
- 5.7. Major utility corridors should be located outside the current city limits.
- 5.8. The city will notify all utility providers of pending updates to the Comprehensive Plan and/or development regulations that will affect providers.

Sustaining the Comprehensive Plan

Sustaining the Comprehensive Plan explains how the city will protect private property rights, engage its citizens in planning, monitor the plan's progress, and make plan amendments. This element includes a strategy for involving citizens in the planning process for updating the plan and developing regulations.

Engaging Citizens for Better Community Decisions

Goal: *Ensure effective community planning by encouraging active citizen participation in the land use decision-making process.*

Policies for Engaging Citizens in Planning

- 6.1. The Planning Commission shall schedule regular meetings to listen to community concerns.
- 6.2. The Planning Commission shall hold an annual spring meeting to review planning progress and discuss ideas for change.
- 6.3. Use the city's website to share information about plans and projects available to citizens in advance of any meetings.
- 6.4. Notify people one-to-two weeks in advance of workshops or meetings by posting notices on the city's website, at City Hall, and in area newspapers.
- 6.5. Provide citizens at least fourteen days official notice of all public hearings on permit applications, plan amendments, or changes to land development regulations.
- 6.6. Develop a set of procedural rules for public hearings that guarantee everyone will have equal access to the hearing process.
- 6.7. Report to the community how their comments influenced decisions.

Protecting Private Property Rights

Goal: *Conduct all procedural aspects of land use planning in a fair, even-handed, and effective manner for all citizens and development interests.*

Policies for Protecting Private Property Rights

- 6.8. The city will prevent unlawful taking of private property by following the State of Washington, Advisory Memorandum: Avoiding Unconstitutional Takings of Private

Property, published in December 2006 by the State of Washington Office of the Attorney General.

- 6.9. The city will respect rights of property owners when considering new changes or revisions to the Comprehensive Plan and/or development regulations.
- 6.10. The city shall follow the requirements of Chapter 36.70B of the Revised Code of Washington, Local Project Review, to ensure adequate notice and timely decisions for all development permits.

Interjurisdictional Planning

Goal: *Work cooperatively with the State of Washington, Pacific County, and adjoining jurisdictions in coordinating land use planning efforts through a regional focus to achieve mutually beneficial results.*

Policies for Interjurisdictional Planning

- 6.11. The city shall make an ongoing commitment to joint planning with Pacific County, other county municipalities, and special use districts.
- 6.12. The city considers regional sewer and water utility coordination, highway and marine transportation issues, water quality, parks and recreation facilities, and economic development as issues of special interest.
- 6.13. The city will work with Pacific County to determine appropriate Urban Growth Area boundaries and execute interlocal agreements that assure an efficient and fair development permitting process in those areas.
- 6.14. The city will support creative private sector projects of a regional nature that offer employment opportunities and diversification of the regional economic base.
- 6.15. The city will consider relevant Countywide Planning Policies as it makes land use decisions and prepare development plans and policies.

Monitoring the Comprehensive Plan

Goal: *Conduct an annual review the Comprehensive Plan to evaluate its effectiveness and consistency with the GMA and community development needs of the community.*

Policies for Monitoring the Comprehensive Plan

- 6.16. The Planning Commission shall be responsible for reviewing the Comprehensive Plan in January of every year.
- 6.17. If the Planning Commission approves by majority motion that there should be changes to the Comprehensive Plan, it shall forward a recommendation to the City Council no later than the first Council meeting in February.
- 6.18. The Planning Commission recommendation shall specify the exact change(s) to the Comprehensive Plan text and/or the future land use map and the reasons why the requested changes are necessary.

Amending the Comprehensive Plan

Amendments to the Comprehensive Plan may occur only once annually. There are two methods for initiating a Comprehensive Plan amendment: 1) the City Council may initiate an amendment upon passage of a motion, or 2) an Ilwaco citizen or property owner may initiate a plan amendment upon submittal of a complete application.

The following procedures shall guide the Comprehensive Plan amendment process:

1. The City Planner must receive all applications or Council motions to amend the Comprehensive Plan anytime up to 14 days before the March Planning Commission meeting. Applications received after this date will undergo Planning Commission review the following year.
2. Applications and motions for amendments shall specify the exact change(s) to the Comprehensive Plan text and/or the future land use map and the reasons why the requested changes are necessary.
3. The City Planner will transmit all applications and motions to the Planning Commission one-week before its March meeting.
4. The Planning Commission will review each application and/or motion for amendment at its March meeting to determine if the requests are complete or if more information is necessary. If the application or motion is incomplete, the party requesting the amendment shall submit the information requested by the Planning Commission to the City Planner 14 days before the April meeting. The City Planner will forward it to the Planning Commission no less than 7 days before the April meeting.

5. The City Planner will provide public notice of the hearing in accordance with RCW 35A.63.070.
6. The Planning Commission will conduct public hearings for all complete comprehensive plan amendments at its April meeting.
7. At the conclusion of the public hearing process, the Planning Commission shall consider the merits of each Comprehensive Plan amendment request. The Planning Commission will prepare a recommendation that approves, approves with modifications or denies each amendment request by preparing findings of fact that consider the following criteria:
 - a. The amendment conforms to the requirements of the Growth Management Act, is internally consistent with the Countywide Planning Policies and is consistent with any interlocal planning agreements;
 - b. The amendment indicates changed conditions that show a need for the amendment;
 - c. The amendment will facilitate other Comprehensive Plan goals and policies;
 - d. The amendment addresses changing circumstances, changing community values, or corrects or updates information in the Comprehensive Plan; and
 - e. The amendment will not reduce the level of service standards for public facilities and services, reduces critical areas protections, or adversely affect the public health, safety, or general welfare of the community.
8. The Planning Commission shall submit a recommendation with findings of fact for each Comprehensive Plan amendment to the City Council no later than their first meeting in September.
9. Upon receipt of a Planning Commission amendment recommendation, the City Council may consider additional public hearings as necessary to serve the public interest. However, if the City Council departs from the Planning Commission recommendation, the Council shall hold a public hearing on that amendment.
10. The City Council shall decide to approve, approve with modifications, or deny a Comprehensive Plan amendment based upon the approval criteria in 7 above.

11. The City Council will make a decision on all Comprehensive Plan amendments no later than the last meeting of November.
12. Before final adoption by ordinance of any changes to the Comprehensive Plan, the City Planner shall submit a copy of the proposed changes to the Department of Commerce for review and comment in accordance with RCW 36.70A.106. The Department of Commerce has 60 days upon receipt of the copy to conduct its review and provide comments on the proposed changes. Once the city receives comments from Commerce, or if Commerce provides no comments by the end of the 60-day review period, the City Council may proceed with the adoption by ordinance of the Comprehensive Plan amendment.
13. The city shall forward copies of the ordinance adopting Comprehensive Plan to the Department of Commerce and Pacific County.

Technical Information Profiles

Land Use Element Profile

Location

The City of Ilwaco is located in Pacific County on the southern end of the Long Beach Peninsula. The Peninsula, extending approximately 23 miles north of the City of Ilwaco, boasts to be the longest sandpit peninsula along the Pacific Coast of the contiguous United States. The city lies near the mouth of the Columbia River, adjacent to Baker Bay. The incorporated city limits comprise 2.06 square miles of land and 0.31 square miles of water.

Ilwaco is approximately 45 miles from the county seat of South Bend, and is approximately 110 miles and 170 miles from the urban centers of Portland and Seattle, respectively. Ilwaco's geographic coordinates are latitude 46°18'133"N and longitude 124°02'31"W.

Community History

The first known inhabitants of the Ilwaco area were Chinookan Native Americans. In the late 1700's, visiting English, Spanish, and French explorers came this part of the Pacific Northwest looking for the Northwest Passage. Americans Meriwether Lewis and William Clark arrived in 1805. In less than 10 years, the reports of Lewis and Clark attracted fur traders, missionaries, and eventually European American settlers to the area.

The first recognized settlement in the Ilwaco area occurred in 1848 when Capitan James Johnson secured a land claim and built a home. By the late 1860s, Ilwaco became a major stop for stagecoach and ferry routes between Astoria, Oregon and settlements on Puget Sound. The town's original name was Unity in celebration of the conclusion of the Civil War. Eventually, the name changed to Ilwaco, the Anglicization of the Chinookan Native American Elowahka Jim. Rail service replaced the stagecoaches in 1889. The Ilwaco Beach Station, also known as the Klipsan Beach Live Saving Station, came about that same year to provide rescue services off the mouth of the Columbia River, one of the most treacherous river bars in the world.

Fishing became a major economic contributor to local Ilwaco economy, with gill nets and fish traps capturing enormous quantities of fish for the cannery industry. Logging and cranberry production also played a major part of the economy. Eventually the North Beach peninsula became a major vacation destination in the early 1900s for visitors from Portland.

Today, Ilwaco still has a strong connection to water, serving as a homeport for commercial and recreational fishers and processors. Tourism also remains a major component of its economy; Cape Disappointment State Park and the Long Beach Peninsula are popular vacation spots. The US Coast Guard Station Cape Disappointment southwest of the city is largest search and rescue station on the Northwest Coast.

Physical Description

Topography

The City of Ilwaco is located at the top of Baker Bay at the mouth Columbia River estuary. The main portion of the city generally is flat and bordered by hillier sections to the east and west. The elevation of the main part of the city is approximately 11 feet while the terrain to the east rises to 125 feet and 250 feet in the western portion.

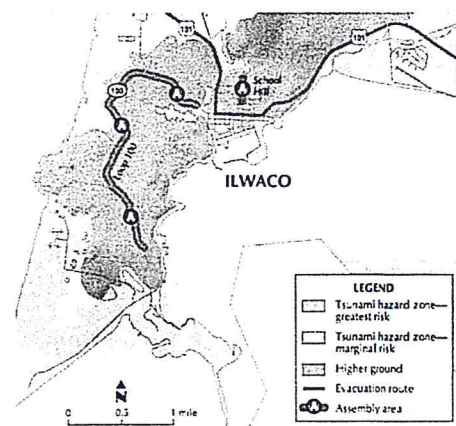
Geology and Soils

The underlying geology of the city reflects its topographical features. In the flatter areas of the city, the underlying geology is a mix of quaternary alluvium consisting of clays, silts, sands, peat, and muck. Tertiary volcanic rocks peak in the Nesadi Drive vicinity while tertiary marine sedimentary rocks are predominant in the Discovery Drive and east of Quaker Street.

Soils in the downtown and waterfront areas of the city consist of Udorthents. These are deep, moderately drained soils 0 to 2 percent in grade. To the west lie Palix silt loam soils that are deep, well-drained soils on grades of 8 to 30%. Lebam silt loam soils are south of N. Head Road and south of Black Lake. These soils again are deep, well-drained soils on 5 to 30% slopes. A small pocket of Salzer soils is near the City Park, a poorly drained soil that tends to encourage ponding. The major soil types at the eastern end of the city consist of Westport fine sand, Yaquina loamy fine sand, and Ocosta silty clay loam. These soils typically drain poorly and are common to floodplains.

Geologically Hazardous Areas

The primary geologic hazards in Ilwaco consist of tsunami inundation, liquefaction, landslides, and fault lines. Projections for tsunami inundation show having the greatest effect on the port, downtown, and eastern areas of the city. The same areas show indications for moderate to high susceptibility for liquefaction. There are two geologic fault lines, one running the length of the city's

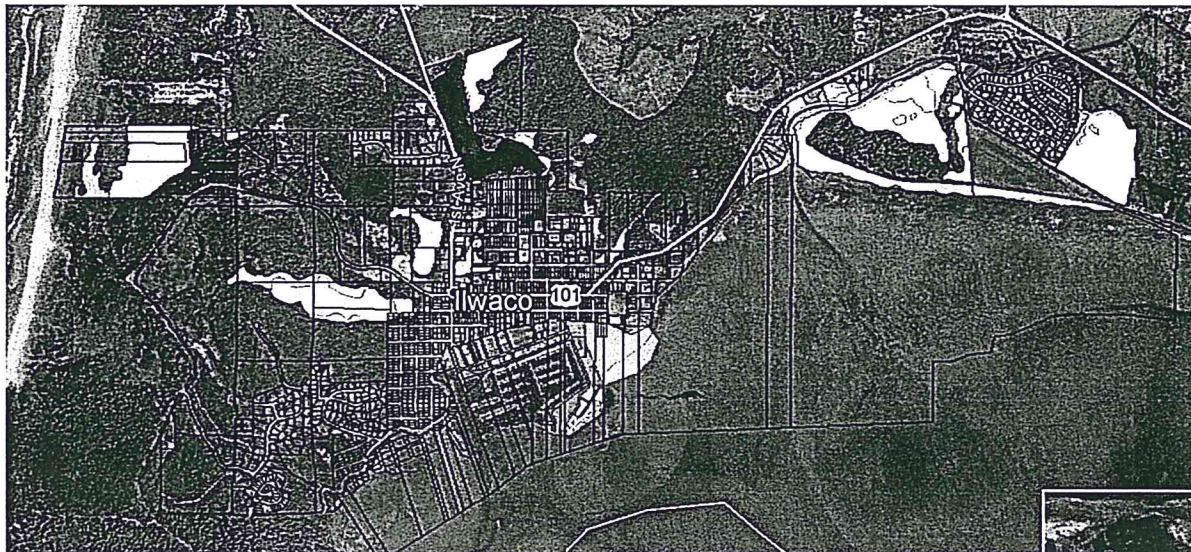


waterfront and another that runs roughly parallel to Discovery Drive. Landslide potential is greatest along Robert Gray Drive.

Surface Water

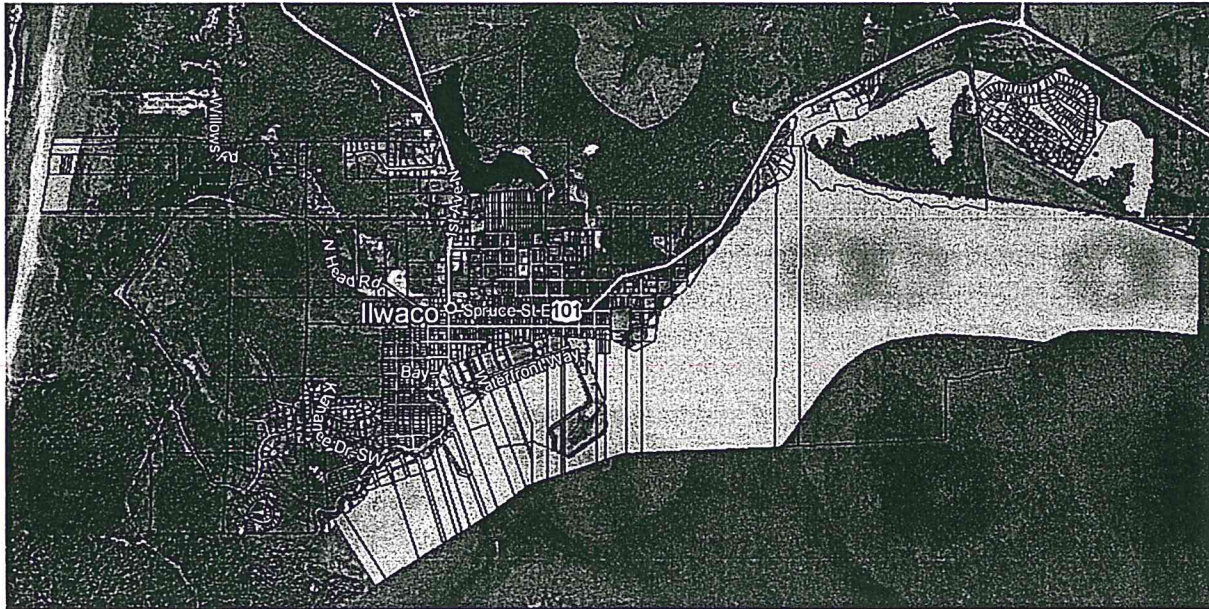
Surface waters resources within city limits include Baker Bay along the Columbia River, Black Lake, the Wallacut River, and the Pacific Ocean. The main channel of the Columbia River is three miles south of the city shoreline. Black Lake is approximately 32 acres in area. The Wallacut River is a low gradient stream at the eastern end of the city.

There is a variety of significant upland and tidal wetlands distributed throughout the city. Estuarine and marine wetlands exist along the shoreline east of the port to the city limit boundaries. Large freshwater, forested/shrub wetland complexes are found along the Wallacut River, east of Ortelius Drive, the north end of Black Lake, and on the Washington State Park land leading to the ocean beach. Three large freshwater emergent wetlands exist in the city; one is south of N. Head Road and the other two lie east and west of 1st Avenue North near the hospital. Small freshwater emergent wetlands continue from forested/shrub ones in the eastern section of the city.



Frequently Flooded Areas

The Vandalia development at the eastern end of the city has the greatest potential for flooding, according to the 2013 Preliminary Flood Insurance Rate Maps (FIRM). Periodic flooding from the Wallacut River contributes to inundating this low-lying area during periods of high stream flows and tides. Undeveloped tidelands along the Baker Bay shoreline are also prone to flooding.



Groundwater and Aquifer Recharge

Groundwater aquifers in the Ilwaco area are in terrace and upper and lower marine sand deposits. These are relatively shallow lenses and that are prone to nonpoint pollution sources and potential saltwater intrusion. Previous test wells drilled by the city in 1984 found these water sources unsuitable for a municipal water supply. Large wetlands in the city and the surrounding area are likely recharge points for these aquifers.

Fish and Wildlife Habitat

Ilwaco has a range of important fish and wildlife habitat areas that includes the Columbia River, estuarine intertidal areas, wetlands, streams, and forestland. The Washington Department of Fish and Wildlife (WDFW) Priority Habitat and Species (PHS) database indicate that special upland species in the city include regular concentrations of Roosevelt elk and breeding areas for marbled murrelet and bald eagle. Other common wildlife species, such as deer, birds, and small mammals are distributed throughout the city.

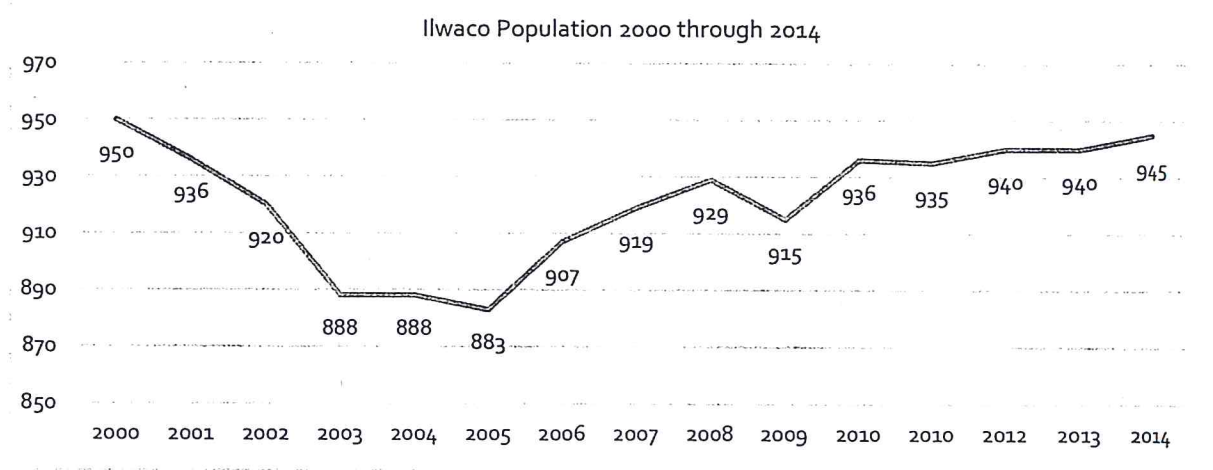
The PHS database shows Baker Bay as have large concentrations of resident and migratory waterfowl. The WDFW SalmonScape database show Fall Chum, Coho, and Winter Steelhead use the Wallacut River. Baker Bay and the Columbia River are significant migratory routes for large numbers of returning salmonid species, with the intertidal areas serving as important areas for juveniles rearing and feeding.

Vegetation

Vegetation in the city consists of forest understory, typified by dense growths of salal and ferns, salmonberry, elderberry, Devil's club, and skunk cabbage in the lowlands. Forested areas consist of Douglas fir, red cedar, western hemlock, Sitka spruce, broadleaf maple and red alder. Intertidal areas of Baker Bay are low, brackish water marshes dominated by Lyngby's sedge and sparse distributions of eelgrass.

Past and Current Population

The Office of Financial Management estimated that the City of Ilwaco has a population of 945 people in April 2015. After losing 7% of its population between 2000 and 2005, the city has nearly recovered this loss with a slow, steady growth rate. Pacific County and its other municipalities have experienced similar population patterns during this same period.



The city consistently has averaged around 4.4% of the county's total population. Ilwaco is the smallest of the four incorporated cities in Pacific County. The Office of Financial Management estimates that the Ilwaco has a 2014 density of 405.3 people per square mile, which ranks 261st lowest out of 281 cities and towns statewide.

Demographic Profile

Compared to the state as a whole, the City of Ilwaco has a much older population and lower household size.

Demographic	Ilwaco	Washington
Median age	50.2	37.3
Percent of people under 18 years	16.7	23.5
Percent of people over 65+ years	21.6	12.3
Average household size	2.11	2.51
Race as percent of population:		
- White	89.9	77.3
- Black or African American	2.1	3.6
- Asian	0.5	7.2
- American Indian/Alaska Native	2.1	1.5
- Two or more races	3.5	4.7
- Hispanic or Latino	5.7	11.2

The resident birth rate per 1,000 in Pacific County is 8.0, which is comparatively lower than the statewide average of 12.6. Conversely, the resident death rate per 1,000 in Pacific County is 13.8 per 1,000 as opposed to 13.8 statewide. This data infers that population increases in the county as a whole result from in-migration rather than natural increase.

Population Growth Analysis and Projection

After declining 7% between 2000 and 2005, the city has since averaged an annual growth rate of nearly 0.8%, which returned the community nearly to its 2000 population level. A slow, steady growth rate of around 1.0% will likely continue in the near future. This growth rate will see Ilwaco grow to about

The 2010 Pacific County Comprehensive Plan used a modified 30-year Growth Management Projection for Pacific County using an annual growth rate of 1.14% through 2030. The county's plan estimates a 2030 population for Ilwaco at around 1180, an addition of 246 new, full-time residents.⁶ Ilwaco

Given the median age of Ilwaco residents, increases in the city's population likely will depend more on in-migration rather than births. The percentage of people 18 years and younger, which is much lower than normally found throughout the state, which further supports this

⁶ Pacific County Comprehensive Plan, August 2010, Table 2-8, page 2-43

assumption. Predicting population increases on in-migration is more difficult due to its relationship to various economic factors outside of the community.

However, the City of Ilwaco probably will see a growing part-time or seasonal population increase over time. Housing data suggests that there has been an increase in housing units at a rate exceeding the normal resident population growth rate (see Housing Element Profile). The 2000 US Census reported the number of homes used for seasonal, recreational, or occasional use comprised 10.1% of all housing units. In 2010, the US Census reported that this figure grew to 13.8% of all housing units in the city, or 78 out of 567 homes.⁷ This increase represents the growing popularity of Ilwaco as a second home/vacation community, a trend representative of this area of the county. Overtime, some of these part-time residents may transition to full-time ones if services are available to serve an older population base.

Distribution of Land Uses

The Pacific County Assessor's Office (2015) provided the following data regarding the distribution of land reflecting the Department of Revenue land use codes:

Demographic	Acres	Parcels	Percent of Total Area
Residential			
- Single-family residential	170.7	623	8.9%
- Residential, 2 to 4 units	1.2	6	0.1%
- Residential, 5 or more units	3.2	5	0.2%
- Residential, condominium	0.3	4	.02%
- Residential, manufactured home park	10.8	45	0.6%
- Residential, vacation & cabin	2.9	6	0.2%
- All other residential	7.4	28	0.4%
Residential Subtotal	196.5	717	10.2%
Commercial, Trade, Services, & Recreational	23.9	80	1.2%
Agricultural related land uses	2.4	1	0.1%
Fishing related land uses	8.4	8	0.4%
Designated forest land	84.6	8	4.4%
Public lands (tax exempt)	1,183.0	388	61.5%
Undeveloped land	423.3	453	22.0%
TOTALS	1,922.1	1,658	100.0%

⁷ This compares to 32.5% for the county, 45.2% for Long Beach, and 3.1% for the state

The City of Ilwaco classifies land into 10 zoning districts. These include:

Zoning District	Acres	Percent of Total Area
Single-Family Residential (R-1)	287.61	23.3%
Single-Family Residential – Manufactured Home (R-1S)	23.59	1.9%
Multi-family Residential (R-2)	11.40	0.9%
Resort Residential (R-3)	375.01	30.4%
Recreation Residential (R-4)	139.02	11.3%
Recreation (R-5)	93.14	7.6%
Core Commercial (C-1)	26.20	2.1%
Low-Density Commercial (C-2)	183.73	14.9%
Light Industrial (M-1)	38.23	3.1%
TOTAL	1,233.26	100.0%

Residential Lands

Single-family homes make up is the largest developed land use category within the City of Ilwaco. The most compact residential area is within the older portion of Ilwaco within the Single-Family (R-1) District. The residential density within this area is approximately eight units per acre.

Newer developments, including the Coastal Ridge, Discovery Heights, the Vandalia, and the Sahalee subdivisions, have lesser densities of approximately four to six units per acre. Other single-family homes are scattered along Highway 101 towards the Vandalia area. Multifamily residential development is limited, primarily located along Spruce Street and North First Street.

Commercial and Industrial Lands

Most commercial uses within Ilwaco generally are within the downtown and along the Port of Ilwaco's waterfront. The City of Ilwaco has a relatively compact, older downtown core surrounded by a larger low-density residential and mixed-use area. Directly south of the downtown area is the Port of Ilwaco that includes a seafood cannery, an 800-slip marina, a ship repair facility, restaurants, retail, and services.

Ilwaco has a range of commercial uses that include retail shops, personal and professional services, dining establishments, and tourist accommodations. Many of these commercial uses depend on area tourism, especially catering to visiting fishers. Commercial tourism and recreational developments, such as hotels and recreational vehicle parks, are in both commercial and residential areas.

The majority of the industrial uses are located on Port of Ilwaco property by the waterfront. These uses include the boat repair yard, fish processing facilities, fuel-related activities, and other repair and storage facilities. Other industrial uses, including repair facilities, are located along Road 100 (North Head Road) just west of First Street.

Public and Tax Exempt Lands

Major public uses in Ilwaco serve the transportation, educational, governmental, recreational, and health care needs of area residents and visitors. The Port of Ilwaco operates marina. Educational facilities include Ocean Beach School District's Ilwaco Middle and High Schools and the Grays Harbor College Columbia Education Center. The city operates park facilities that include the City Park along Spruce Street and Black Lake Park. The Ocean Beach Hospital provides a full range of health care needs to the southern Pacific County region.

Natural areas comprise a very large portion of public or tax exempt lands within the city limits. The Washington Departments of Natural Resources and Fish and Wildlife own most of the large tidelands in Baker Bay. The Washington State Parks and Recreation Commission has a large ownership in the northwest corner of the city that extends to the ocean beach. The Columbia Land Trust owns a large 108-acre wetland complex at the mouth of the Wallacut River.

Undeveloped Lands

Ilwaco has a large base of unplatted land as well as vacant subdivided parcels located west of 2nd Avenue and on both sides of North Head Road. This area of the city offers significant residential development potential in the future. Currently, the largest land holdings in this area are designated forestlands. There is also undeveloped land and large residential lots east of Mary Ann Avenue NE that provide potential for future residential development if landowners choose to develop.

Future Land Demand

Based on projected growth rates, Ilwaco has an adequate supply of land within the current city limits to accommodate future need for residential, commercial, industrial, and public lands over the next 20 years. The Pacific County Comprehensive Plan and Countywide Planning Policies have set the boundary of the City of Ilwaco's urban growth area at its current city limits based on a buildable lands analysis prepared by the Pacific County Planning Department. This

study indicates a surplus of 249 acres in the city after accommodating all future growth over the next 20 years.⁸

Residential Land Needs Analysis

Given a gain of approximately 205 residents and if the average household size remains stable at 2.11 people per household, the city will experience a residential demand of approximately 100 new housing units to serve future residential growth. Currently, the single-family homes, including manufactured housing, account for 85% of all housing units. This translates to a need for approximately 85 single-family units and 15 multifamily units.

Single-family residential densities in the city under current development regulations set densities at around six dwelling units per acre. To accommodate 85 single-family units, plus rights-of-way, the city will need 17.2 acres. Another two acres will accommodate the estimated multifamily housing demand. Given the significant amount of land in the city identified as undeveloped and designated forestland, the city has an adequate land supply within the city to accommodate this growth. In addition, the growth of accessory dwelling units, the construction of condominiums, and the reuse of second story commercial buildings for residential purposes will have some impact in reducing the area for residential land demand.

Commercial Lands Needs Analysis

Future commercial growth in Ilwaco likely will focus on small retail trade, services, maritime related commercial, and tourism. Redevelopment of the downtown core and continued development on Port of Ilwaco properties likely will be the areas that emphasize or attract this growth. However, Ilwaco lacks adequate vacant land along arterials in the city to accommodate larger scale commercial development.

Extending commercial lands beyond the current city limits is problematic. Extensive wetland complexes to the north and east of Ilwaco along SR 101 beyond the city limits render these areas unsuitable for commercial development.

Tourist related accommodations of a larger scale, which includes motels, resorts, campgrounds, and recreational vehicle parks, have ample growth opportunity on undeveloped parcels in the Resort Residential Development (R-3) District.

⁸ Pacific County Resolution No. 2012-022

Industrial Land Needs Analysis

The potential for future industrial growth within the city is limited. Locational requirements for medium- to large-scale industries prefer larger acreage and relatively flat parcels that currently are not available in the city. Lands situated to north and south of the city limits have severe development constraints due to wetlands.

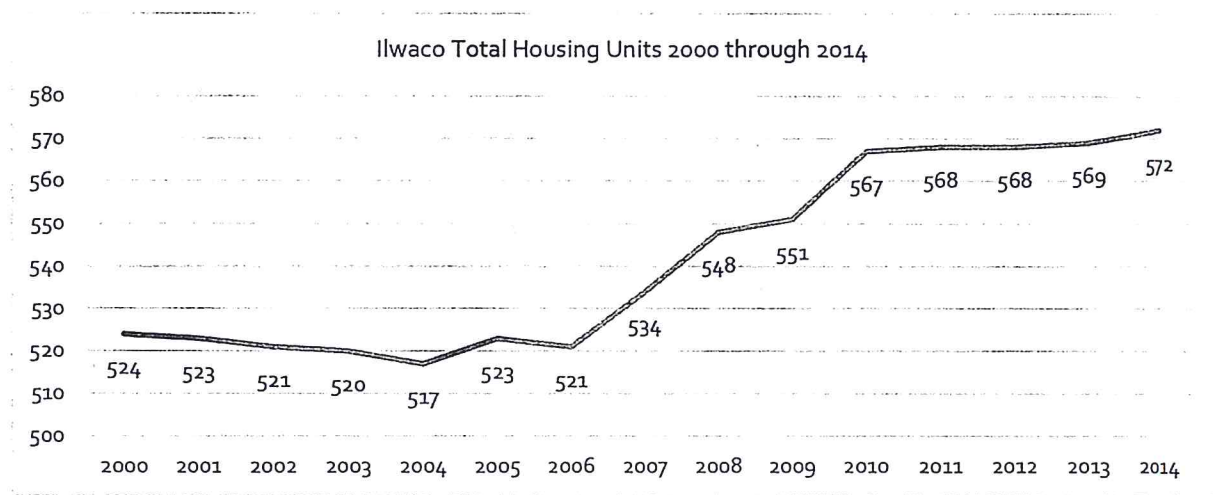
Projected future industrial growth within the city will focus on Port of Ilwaco properties and remain relatively small in scale.

Public Land Needs Analysis

Lands needed to accommodate public uses in the future primarily center on parks, schools, and medical services. At current growth projections, there is an adequate land supply within the city to serve expansion needs.

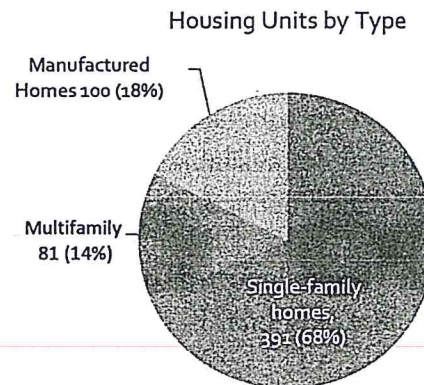
Housing Element Profile

The Office of Financial Management (OFM) reports that the total number of housing units increased by 48 housing units, or 9.2%, between 2000 and 2014, with most of this growth happening since 2006 at an average increase of 1.2% annually.



This rate exceeded the population growth rate in the city during the same period, which suggests that Ilwaco is experiencing an increase in the number of vacation homes serving part-time residents.

The OFM annual estimate shows that the City of Ilwaco has 573 housing units as of April 2015. Single-family homes comprise the majority of the housing in the city, followed by manufactured homes and multifamily dwellings.



The 2010 US Census provides data on the following selected housing characteristics:

Housing Characteristic	Number	Percent
Total housing units:	567	100%
- Occupied housing units	443	78.1%
- Vacant housing units	124	21.9%
- Vacant housing units for sale	14	2.5%
- Vacant housing units for rent	20	3.5%
Owner occupied housing units	289	65.2%
- Owner occupied home without debt	101	22.8%
Renter occupied housing units	154	34.8%
Owner-occupied housing units with age of householder 65 years or older	105	36.3%
Renter-occupied housing units with age of householder 65 years or older	38	24.7%
Structures built 1939 or earlier	261	42.5%
Median monthly mortgage costs	\$1,300	X
Median monthly rental costs	\$823	X
Households paying more than 30% of income for housing costs:		
- All owner occupied households with mortgage	65	42.2%
- All renters	120	57.2%
Homes for seasonal, recreational or occasional use	78	13.8%

Compared to statewide data, vacancy rates in Ilwaco are much higher (9.2% versus 21.9%). However, the percent of vacant units for sale or rent are similar. This is another indicator of the large number of part-time residents in the city.

The 2009-2013 American Community Survey indicated that the median owner-occupied home value was \$202,000. The Washington Center for Real Estate Research indicated that as of the Third Quarter of 2013, the median house price in Pacific County was \$134,000. The housing affordability index was 202.1 for all homebuyers, but only 103.5 for first time homebuyers. Both statistics indicate that for the county as a whole, housing in the county is more affordable for homebuyers than statewide.⁹ The US Housing and Urban Development (HUD) 2015 fair market rent for a two-bedroom unit is \$767 in Pacific County.

Public Facilities and Services Element Profile

Water System

The City of Ilwaco operates its own water system. The system provides water within the city limits and to some customers outside the city limits to the east along the transmission line from its source at the Indian Creek Treatment Plant. The system also provides water to Cape Disappointment State Park and the US Coast Guard Station Cape Disappointment.

The system relies on surface water outside of the city in Pacific County. The system uses water from Indian Creek, a tributary of the Bear River. A dam on the creek impounds approximately 847 acre-feet over a 35-acre reservoir. The design of the treatment plant is to treat and pump a maximum projected flow rate of 1.5 million gallons per day. The system maintains an intertie with the City of Long Beach water system. The treatment system currently can meet the maximum daily demand for a 20-year demand.

The system relies on five active storage reservoirs: the Sahalee reservoir (50,000 gallons), two City Center reservoirs (760,000 gallons total), the Indian Creek reservoir (159,000 gallons), and the Discovery Heights reservoir (400,000). The Indian Creek Storage reservoir currently is the only deficiency in storage capacity within the system. There are also six booster pumps to meet peak demands in the service area.

The distribution system has 86,520 lineal feet of water lines. The installation of the majority of these lines occurred in 1970s. Since 1995, the system has replaced distribution lines serving the port area, along Lake and Spruce Streets, and the Baker Bay Booster Station from the main

⁹ The Housing Affordability Index measures the ability of a middle-income family to carry the mortgage payments on a median price home. When the index is 100 there is a balance between the family's ability to pay and the cost. The higher the index, housing becomes more affordable.

reservoir. The waterlines serving the state park and the Coast Guard station were installed in 2003. Currently the water distribution system does not extend to the large, undeveloped northwest area of the city

Distribution lines present the main deficiencies in the system today. Lines in the Whealdon Street and the Sahalee areas currently are not meeting peak demand. Fire flow deficiencies in the City Center, Sahalee, Robert Gray Drive, and the Stringtown Road areas also need addressing. The 2011 Water System Plan provides a schedule for improvements through the year 2026.

Wastewater Collection and Treatment System

The City of Ilwaco owns and operates the wastewater collection and treatment system for a service area that includes the city, the Seaview Sewer District, Cape Disappointment State Park and the US Coast Guard Station Cape Disappointment.

The system relies on gravity and pressure collection system. Force mains pump wastewater into the system at various points from the Seaview Sewer District, the Vandalia subdivision, the Sahalee subdivision, the state park, and the Coast Guard station.

Deficiencies in the collection system relate to seasonal infiltration and inflow from high groundwater in the service area that the city continues to correct on an ongoing basis. However, significant issues reside in the Sahalee subdivision where collection lines and the pump station are in need of replacement. Unstable conditions along Robert Gray Drive and Nesadi Drive have contributed to this condition and will need addressing as well.

The wastewater treatment plant is Sequencing Batch Reactor (SBR) that consists of three SBR basins, an ultraviolet (UV) disinfection system, an aerobic digester, and an effluent lift station. The current permitted capacity of the WWTP is 1.01 mgd maximum month flow, 1,600 lb/day 5-day biological oxygen (BOD₅) and 1,600 lb/day total suspended solids (TSS). The treated effluent discharges to Baker Bay.

The 2013 Wastewater Facility Plan Update projected flow and loading to the treatment plant up to the year 2033. If growth occurs as the rate predicted in plan, the maximum month BOD₅ load discharged into the plant will exceed 85 percent of the permit limit (1,360 lb/day) in the year 2019 and the permit limit would be exceeded in the year 2017. The city will be monitoring this situation to determine which steps will be necessary to upgrade the treatment plant.

The city and the Seaview Sewer District share in the cost of operation and maintenance of the wastewater treatment plant.



STATE OF WASHINGTON

DEPARTMENT OF COMMERCE

1011 Plum Street SE • PO Box 42525 • Olympia, Washington 98504-2525 • (360) 725-4000
www.commerce.wa.gov

July 15, 2015

Holly Beller
Deputy City Clerk
City of Ilwaco
Post Office Box 548
Ilwaco, Washington 98624

Dear Ms. Beller:

Thank you for sending the Washington State Department of Commerce (Commerce) the following materials as required under RCW 36.70A.106. Please keep this letter as documentation that you have met this procedural requirement.

City of Ilwaco - Proposed update to the comprehensive plan. These materials were received on July 14, 2015 and processed with the Material ID # 21427.

We have forwarded a copy of this notice to other state agencies.

If this submitted material is an adopted amendment, then please keep this letter as documentation that you have met the procedural requirement under RCW 36.70A.106.

If you have submitted this material as a draft amendment, then final adoption may occur no earlier than September 12, 2015. Please remember to submit the final adopted amendment to Commerce within ten (10) days of adoption.

If you have any questions, please contact Growth Management Services at reviewteam@commerce.wa.gov, or call Dave Andersen (509) 434-4491.

Sincerely,

Review Team
Growth Management Services

City Clerk

From: Ojennus, Matthew (COM) <matthew.ojennus@commerce.wa.gov>
Sent: Wednesday, September 23, 2015 7:49 AM
To: clerk@ilwaco-wa.gov
Cc: Weyl, Linda (COM)
Subject: Ilwaco Comprehensive Plan Review

Holly,

We don't have any comments on your draft comprehensive plan. Thanks for following up.

Matt Ojennus

Senior Planner, Growth Management Services
Local Government Division
Office: 360.725.4047
Cell: 360.292.3435

Washington State Department of Commerce

1011 Plum Street SE, Olympia, WA 98504

www.commerce.wa.gov

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City of Ilwaco
Determination of Nonsignificance (DNS)

Description of proposal: Adoption of update to the City of Ilwaco Comprehensive Plan as required under Chapter 36.70A RCW.

Proponent: City of Ilwaco

Location of proposal, including street address, if any: The project proposal applies within the City of Ilwaco Urban Growth Area.

Lead agency: City of Ilwaco

The lead agency for this proposal has determined that it does not have a probable significant adverse impact on the environment. An environmental impact statement (EIS) is not required under RCW 43.21C.030 (2)(c). This decision was made after review of a completed environmental checklist and other information on file with the lead agency. This information is available to the public on request.

☐ There is no comment period for this DNS.

☐ This DNS is issued after using the optional DNS process in WAC 197-11-355. There is no further comment period on the DNS.

☒ This DNS is issued under WAC 197-11-340(2); the lead agency will not act on this proposal for 14 days from the date below. Comments must be submitted by 10/08/15.

Responsible official: Holly Beller

Position/title: Deputy City Clerk

Phone: (360) 642-3145 or clerk@ilwaco-wa.gov

Address: PO Box 548, Ilwaco WA 98624

Date: 09/25/15

Signature





Draft Comprehensive Plan

Findings, Conclusions, and Recommendation

City of Ilwaco Planning Commission

August 4, 2015

Planning Commission Findings of Fact on the Draft Comprehensive Plan

The City of Ilwaco Planning Commission finds the following facts:

1. The City of Ilwaco adopted its current Comprehensive Plan 18 years ago in 1997 as required under the Growth Management Act. RCW 36.70A.130 required the city to update this plan by December 1, 2010 to ensure compliance with the Growth Management Act and Chapter 365-196 RCW, Procedural Criteria for Adopting Comprehensive Plans and Development Regulations.
2. To bring the city in compliance with the Growth Management Act, the city initiated a plan update in 2015.
3. The Planning Commission held a public visioning session in March 2015 to engage the community in preparing an update to the 1997 Comprehensive Plan.
4. A preliminary draft Comprehensive Plan was prepared for the Planning Commission in July 2015 based upon the data collected from the public visioning session, an update of technical planning information, and the requirements under Chapter 36.70A RCW, and Chapter 365-196 WAC.
5. The Planning Commission initiated its review of this document in July and August 2015, making various changes to it based on their knowledge of the community, the background report, and their assessment of the survey results.
6. The Planning Commission held a public meeting on the draft Comprehensive Plan on August 4, 2015 in accordance with RCW 35.63.100. After considering public testimony, the Planning Commission adopted these findings of fact and issued the following conclusions and recommendation.

Conclusions and Recommendation

Based on these findings of fact, the Planning Commission concludes that:

1. The draft Comprehensive Plan conforms to the requirements of the Growth Management Act and the Procedural Criteria for Adopting Comprehensive Plans and Development Regulations; and

2. The draft Comprehensive Plan reflects the opinions, comments, and ideas of Ilwaco's citizens as collected through the Planning Commission's public hearing.

The Planning Commission hereby forwards this draft Comprehensive Plan to the City Council for their consideration and adoption.

Respectfully submitted to the City Council through the City of Ilwaco Clerk this 4th day of August 2015.

Nansen Malin, Chair
City of Ilwaco Planning Commission

Chapter 15.56 AMENDMENTS AND REZONES

Sections:

15.56.010 Amendments to the comprehensive plan.

15.56.020 Compilation of proposed amendments to the comprehensive plan.

15.56.030 Amendments to development regulations.

15.56.040 Rezones.

15.56.050 Submittal requirements for requesting a rezone.

15.56.010 Amendments to the comprehensive plan.

A. By state law (RCW 36.70A.130), the city comprehensive plan is to be continually evaluated, but may be amended no more frequently than once a year, except for emergencies, except in the following situations:

1. Initial adoption of a subarea plan;
2. Adoption or amendment of a shoreline master program; or
3. To resolve an appeal filed with a growth management hearings board or court.

B. All amendments are to be considered at the same time so their cumulative effect can be seen. They are also to be evaluated for internal consistency within the comprehensive plan and for consistency with the Pacific County countywide planning policies.

C. Any person, including applicants, citizens, city council members, planning commissioners, city staff and staff of other agencies, may suggest an amendment to the comprehensive plan. (Ord. 627 (part), 1999)

15.56.020 Compilation of proposed amendments to the comprehensive plan.

A. Suggested amendments must be submitted to the city planner on a form provided by the city.

B. The city planner will compile and maintain a list of suggested changes and will ensure that the accumulated suggestions are considered by the city during its next annual continuing evaluation and review of the comprehensive plan pursuant to RCW 36.70A.130.

C. The planning commission will review the applications for amendments to the comprehensive plan and will submit a written recommendation to the city council regarding

the proposed amendment.

D. Upon receipt of the planning commission's recommendation, and after due notice, the city council will hold a public hearing on the proposed amendments.

E. Following the public hearing the city council will adopt or reject the proposed amendments.

F. The list of suggested changes received since the last annual evaluation and review will be available at City Hall for review by the public. (Ord. 627 (part), 1999)

15.56.030 Amendments to development regulations.

A. Development regulations may be amended at any time; provided, that following the amendment(s), they continue to be in compliance with the comprehensive plan.

B. Any person, including applicants, citizens, city councilmembers, planning commissioners, city staff and staff of other agencies, may suggest an amendment to a city development regulation.

C. Suggested amendments must be submitted to the city planner on a form provided by the city.

D. Upon receipt of an application for amendments to development regulations, the city planner will contact relevant city departments to determine the availability and capacity of capital facilities necessary to accommodate the level of development that could occur if the development regulations amendment were to be granted. If capital facilities are determined to be adequate to accommodate the amendment to this title, the city planner will schedule and advertise a city council public hearing to consider the amendment proposal.

E. The planning commission will review the application for amendments based on the following considerations:

1. The proposed amendment is consistent with the goals and policies of the comprehensive plan;
2. The proposed amendment will not adversely impact the general health, safety and welfare of the community;
3. Findings of the city planner regarding availability and capacity of capital facilities, according to relevant city departments;
4. Recommendations of staff and public input.

F. The planning commission will submit a written recommendation to the city council regarding the proposed amendment.

G. Upon receipt of the planning commission's recommendation, and after due notice, the city council will hold a public hearing on the proposed amendments to the development regulations.

H. Following the public hearing, the city council will adopt or reject the proposed amendment or enact a modified proposal that is within the scope of matters considered in the hearing. (Ord. 627 (part), 1999)

15.56.040 Rezones.

A. Since the passage of the Growth Management Act, before a rezone can be approved the future land use map in the comprehensive plan must also be amended, following the procedures outlined in Section 15.56.020.

B. Rezones must be based on a change of circumstances or community needs. They cannot be based exclusively on the desires of public interest groups. The property owner/applicant must prove that a parcel-specific rezone is valid.

C. Valid reasons for rezoning include:

1. To make the zoning map consistent with the comprehensive plan; or
2. A change in circumstances or community needs.

D. The public hearings required for a rezone may be held in conjunction with the public hearings for the amendment to the comprehensive plan. (Ord. 627 (part), 1999)

15.56.050 Submittal requirements for requesting a rezone.

Submittal requirements for rezone requests include:

- A. Applications for rezone, on forms provided by the city;
- B. SEPA Environmental Checklist; and
- C. Application fee (see current fee schedule). (Ord. 627 (part), 1999)

Economic development element.

(1) Requirements.

(a) The economic development element should establish local goals, policies, objectives, and provisions for economic growth and vitality and a high quality of life. An economic development element should include:

(i) A summary of the local economy such as population, employment, payroll, sectors, businesses, sales, and other information as appropriate;

(ii) A summary of the strengths and weaknesses of the local economy defined as the commercial and industrial sectors and supporting factors such as land use, transportation, utilities, education, workforce, housing, and natural/cultural resources; and

(iii) An identification of policies, programs, and projects to foster economic growth and development and to address future needs. Identification of these policies, programs, and projects should include a summary of each.

(b) A city that has chosen to be a residential community is exempt from the economic development element requirement of this subsection.

(c) The requirement to include an economic development element is null and void until sufficient funds to cover applicable local governments costs are appropriated and distributed at least two years before the due date for the periodic review and update required in RCW 36.70A.130(1).

(2) Recommendations for meeting the requirements. Counties and cities should consider using existing economic development plans developed at the county and regional level and may adopt them by reference as a means of including an economic development element within their comprehensive plan. Counties and cities should consider developing partnerships with organizations within the community and with state and federal agencies and the private sector. Because labor markets typically encompass at least one county and may encompass a multicounty region, counties and cities should coordinate economic development activities on a regional basis. The department recommends counties and cities consider the following in preparing an economic development element:

(a) A summary of the local economy.

(i) Economic development begins with information gathering. The purpose of information gathering is to provide a summary of the local economy. Much of this information is available from regional, state or federal agencies.

(ii) Counties and cities should use population information consistent with the information used in the land use element and the housing element.

(iii) Counties and cities are not required to generate original data, but can rely on available data from the agencies who report the information. Employment, payroll, and other economic information is available from state and federal agencies, such as the Washington state department of employment security, the Bureau of Labor Statistics and the Census Bureau. Some of this information may not be available at the city level, but may be available only at the county-wide level. Government agencies that report this data may be prohibited from releasing certain data to avoid disclosing proprietary information. Local governments should also consult with their associate development organization, economic development council and economic development districts. Counties and cities may also use data such as permit volume, local inventories of available land and other data generated from their activities that is useful for economic development planning.

(b) Summary of strengths and weaknesses of the local economy.

(i) Counties and cities should consult with their associated development organization, economic

development council and/or economic development district to help with identifying appropriate commercial and industrial sectors.

(ii) Shift-share analysis is one method of identifying strengths and weaknesses of the local economy. This method identifies industrial sectors that have a relatively greater proportion of the local area's employment than exists in the national economy. It is one method of identifying sectors with a local competitive advantage. This is a method that can be employed using readily available existing data.

(iii) Identification of industry clusters is another method of identifying strengths and weaknesses of the local economy. State and local economic development organizations, including some associated development organizations and the department, have identified a number of industry clusters in the state. An industry cluster is a group of related firms that provide interdependent specialized goods or services. The presence of existing suppliers of specialized services and a specialized work force makes attracting additional economic activity in the cluster easier.

(iv) Identifying strong industry sectors or clusters can help determine strengths and weaknesses, help a city or county develop a realistic profile of land and infrastructure needs, and identify ways to focus economic development activities. It does not confer preferred status on any particular firm or industry. Counties and cities should still treat all individuals and firms as equal under the law.

(v) Counties and cities may also refer to information and public input collected during public participation to identify strengths and weaknesses based on community perception of their community. Counties and cities may conduct a separate visioning exercise to help identify strengths and weaknesses.

(vi) Counties and cities may employ asset mapping, which builds from the information gathered. Asset mapping is similar to traditional strengths, weaknesses, opportunities, and threats (SWOT) analysis with several significant distinctions. Under the SWOT analysis, strength and opportunity factors may not be linked together.

(c) Identification of policies, programs, and projects to foster economic growth and development and to address future needs.

(i) After identifying strengths and weaknesses, the economic development element may identify policies, programs and projects that foster economic growth and development and address future needs. The programs and policies should be targeted at addressing weaknesses or capitalizing on strengths identified in the community.

(ii) Counties and cities should consider using specific, quantified, and time-framed performance targets that provide a measurement of the success of an economic development element and serve as a reference point in the economic development process.

[Statutory Authority: RCW 36.70A.050 and 36.70A.190. WSR 10-03-085, § 365-196-435, filed 1/19/10, effective 2/19/10.]

Comprehensive plans — Review procedures and schedules — Amendments.

(1)(a) Each comprehensive land use plan and development regulations shall be subject to continuing review and evaluation by the county or city that adopted them. Except as otherwise provided, a county or city shall take legislative action to review and, if needed, revise its comprehensive land use plan and development regulations to ensure the plan and regulations comply with the requirements of this chapter according to the deadlines in subsections (4) and (5) of this section.

(b) Except as otherwise provided, a county or city not planning under RCW 36.70A.040 shall take action to review and, if needed, revise its policies and development regulations regarding critical areas and natural resource lands adopted according to this chapter to ensure these policies and regulations comply with the requirements of this chapter according to the deadlines in subsections (4) and (5) of this section. Legislative action means the adoption of a resolution or ordinance following notice and a public hearing indicating at a minimum, a finding that a review and evaluation has occurred and identifying the revisions made, or that a revision was not needed and the reasons therefor.

(c) The review and evaluation required by this subsection shall include, but is not limited to, consideration of critical area ordinances and, if planning under RCW 36.70A.040, an analysis of the population allocated to a city or county from the most recent ten-year population forecast by the office of financial management.

(d) Any amendment of or revision to a comprehensive land use plan shall conform to this chapter. Any amendment of or revision to development regulations shall be consistent with and implement the comprehensive plan.

(2)(a) Each county and city shall establish and broadly disseminate to the public a public participation program consistent with RCW 36.70A.035 and 36.70A.140 that identifies procedures and schedules whereby updates, proposed amendments, or revisions of the comprehensive plan are considered by the governing body of the county or city no more frequently than once every year, except that, until December 31, 2015, the program shall provide for consideration of amendments of an urban growth area in accordance with RCW 36.70A.1301 once every year. "Updates" means to review and revise, if needed, according to subsection (1) of this section, and the deadlines in subsections (4) and (5) of this section or in accordance with the provisions of subsection (6) of this section. Amendments may be considered more frequently than once per year under the following circumstances:

(i) The initial adoption of a subarea plan. Subarea plans adopted under this subsection (2)(a)(i) must clarify, supplement, or implement jurisdiction-wide comprehensive plan policies, and may only be adopted if the cumulative impacts of the proposed plan are addressed by appropriate environmental review under chapter 43.21C RCW;

(ii) The development of an initial subarea plan for economic development located outside of the

one hundred year floodplain in a county that has completed a state-funded pilot project that is based on watershed characterization and local habitat assessment;

(iii) The adoption or amendment of a shoreline master program under the procedures set forth in chapter **90.58 RCW**;

(iv) The amendment of the capital facilities element of a comprehensive plan that occurs concurrently with the adoption or amendment of a county or city budget; or

(v) The adoption of comprehensive plan amendments necessary to enact a planned action under ***RCW 43.21C.031(2)**, provided that amendments are considered in accordance with the public participation program established by the county or city under this subsection (2)(a) and all persons who have requested notice of a comprehensive plan update are given notice of the amendments and an opportunity to comment.

(b) Except as otherwise provided in (a) of this subsection, all proposals shall be considered by the governing body concurrently so the cumulative effect of the various proposals can be ascertained. However, after appropriate public participation a county or city may adopt amendments or revisions to its comprehensive plan that conform with this chapter whenever an emergency exists or to resolve an appeal of a comprehensive plan filed with the growth management hearings board or with the court.

(3)(a) Each county that designates urban growth areas under **RCW 36.70A.110** shall review, according to the schedules established in subsection (5) of this section, its designated urban growth area or areas, and the densities permitted within both the incorporated and unincorporated portions of each urban growth area. In conjunction with this review by the county, each city located within an urban growth area shall review the densities permitted within its boundaries, and the extent to which the urban growth occurring within the county has located within each city and the unincorporated portions of the urban growth areas.

(b) The county comprehensive plan designating urban growth areas, and the densities permitted in the urban growth areas by the comprehensive plans of the county and each city located within the urban growth areas, shall be revised to accommodate the urban growth projected to occur in the county for the succeeding twenty-year period. The review required by this subsection may be combined with the review and evaluation required by **RCW 36.70A.215**.

(4) Except as provided in subsection (6) of this section, counties and cities shall take action to review and, if needed, revise their comprehensive plans and development regulations to ensure the plan and regulations comply with the requirements of this chapter as follows:

(a) On or before December 1, 2004, for Clallam, Clark, Jefferson, King, Kitsap, Pierce, Snohomish, Thurston, and Whatcom counties and the cities within those counties;

(b) On or before December 1, 2005, for Cowlitz, Island, Lewis, Mason, San Juan, Skagit, and Skamania counties and the cities within those counties;

(c) On or before December 1, 2006, for Benton, Chelan, Douglas, Grant, Kittitas, Spokane, and Yakima counties and the cities within those counties; and

(d) On or before December 1, 2007, for Adams, Asotin, Columbia, Ferry, Franklin, Garfield, Grays Harbor, Klickitat, Lincoln, Okanogan, Pacific, Pend Oreille, Stevens, Wahkiakum, Walla Walla, and Whitman counties and the cities within those counties.

(5) Except as otherwise provided in subsections (6) and (8) of this section, following the review of comprehensive plans and development regulations required by subsection (4) of this section, counties and cities shall take action to review and, if needed, revise their comprehensive plans and development regulations to ensure the plan and regulations comply with the requirements of this chapter as follows:

(a) On or before June 30, 2015, and every eight years thereafter, for King, Pierce, and Snohomish counties and the cities within those counties;

(b) On or before June 30, 2016, and every eight years thereafter, for Clallam, Clark, Island, Jefferson, Kitsap, Mason, San Juan, Skagit, Thurston, and Whatcom counties and the cities within those counties;

(c) On or before June 30, 2017, and every eight years thereafter, for Benton, Chelan, Cowlitz, Douglas, Kittitas, Lewis, Skamania, Spokane, and Yakima counties and the cities within those counties; and

(d) On or before June 30, 2018, and every eight years thereafter, for Adams, Asotin, Columbia, Ferry, Franklin, Garfield, Grant, Grays Harbor, Klickitat, Lincoln, Okanogan, Pacific, Pend Oreille, Stevens, Wahkiakum, Walla Walla, and Whitman counties and the cities within those counties.

(6)(a) Nothing in this section precludes a county or city from conducting the review and evaluation required by this section before the deadlines established in subsections (4) and (5) of this section. Counties and cities may begin this process early and may be eligible for grants from the department, subject to available funding, if they elect to do so.

(b) A county that is subject to a deadline established in subsection (4)(b) through (d) of this section and meets the following criteria may comply with the requirements of this section at any time within the thirty-six months following the deadline established in subsection (4) of this section: The county has a population of less than fifty thousand and has had its population increase by no more than seventeen percent in the ten years preceding the deadline established in subsection (4) of this section as of that date.

(c) A city that is subject to a deadline established in subsection (4)(b) through (d) of this section and meets the following criteria may comply with the requirements of this section at any time within the thirty-six months following the deadline established in subsection (4) of this section: The city has a population of no more than five thousand and has had its population increase by the greater of either no more than one hundred persons or no more than seventeen percent in the ten years preceding the deadline established in subsection (4) of this section as of that date.

(d) A county or city that is subject to a deadline established in subsection (4)(d) of this section and that meets the criteria established in (b) or (c) of this subsection may comply with the requirements of subsection (4)(d) of this section at any time within the thirty-six months after the

extension provided in (b) or (c) of this subsection.

(e) A county that is subject to a deadline established in subsection (5)(b) through (d) of this section and meets the following criteria may comply with the requirements of this section at any time within the twenty-four months following the deadline established in subsection (5) of this section: The county has a population of less than fifty thousand and has had its population increase by no more than seventeen percent in the ten years preceding the deadline established in subsection (5) of this section as of that date.

(f) A city that is subject to a deadline established in subsection (5)(b) through (d) of this section and meets the following criteria may comply with the requirements of this section at any time within the twenty-four months following the deadline established in subsection (5) of this section: The city has a population of no more than five thousand and has had its population increase by the greater of either no more than one hundred persons or no more than seventeen percent in the ten years preceding the deadline established in subsection (5) of this section as of that date.

(g) State agencies are encouraged to provide technical assistance to the counties and cities in the review of critical area ordinances, comprehensive plans, and development regulations.

(7)(a) The requirements imposed on counties and cities under this section shall be considered "requirements of this chapter" under the terms of RCW 36.70A.040(1). Only those counties and cities that meet the following criteria may receive grants, loans, pledges, or financial guarantees under chapter 43.155 or 70.146 RCW:

- (i) Complying with the deadlines in this section;
- (ii) Demonstrating substantial progress towards compliance with the schedules in this section for development regulations that protect critical areas; or
- (iii) Complying with the extension provisions of subsection (6)(b), (c), or (d) of this section.

(b) A county or city that is fewer than twelve months out of compliance with the schedules in this section for development regulations that protect critical areas is making substantial progress towards compliance. Only those counties and cities in compliance with the schedules in this section may receive preference for grants or loans subject to the provisions of RCW 43.17.250.

(8)(a) Except as otherwise provided in (c) of this subsection, if a participating watershed is achieving benchmarks and goals for the protection of critical areas functions and values, the county is not required to update development regulations to protect critical areas as they specifically apply to agricultural activities in that watershed.

(b) A county that has made the election under RCW 36.70A.710(1) may only adopt or amend development regulations to protect critical areas as they specifically apply to agricultural activities in a participating watershed if:

- (i) A work plan has been approved for that watershed in accordance with RCW 36.70A.725;
- (ii) The local watershed group for that watershed has requested the county to adopt or amend

development regulations as part of a work plan developed under RCW 36.70A.720;

(iii) The adoption or amendment of the development regulations is necessary to enable the county to respond to an order of the growth management hearings board or court;

(iv) The adoption or amendment of development regulations is necessary to address a threat to human health or safety; or

(v) Three or more years have elapsed since the receipt of funding.

(c) Beginning ten years from the date of receipt of funding, a county that has made the election under RCW 36.70A.710(1) must review and, if necessary, revise development regulations to protect critical areas as they specifically apply to agricultural activities in a participating watershed in accordance with the review and revision requirements and timeline in subsection (5) of this section. This subsection (8)(c) does not apply to a participating watershed that has determined under RCW 36.70A.720(2)(c)(ii) that the watershed's goals and benchmarks for protection have been met.

[2012 c 191 § 1. Prior: 2011 c 360 § 16; 2011 c 353 § 2; prior: 2010 c 216 § 1; 2010 c 211 § 2; 2009 c 479 § 23; 2006 c 285 § 2; prior: 2005 c 423 § 6; 2005 c 294 § 2; 2002 c 320 § 1; 1997 c 429 § 10; 1995 c 347 § 106; 1990 1st ex.s. c 17 § 13.]

Notes:

***Reviser's note:** The requirements for a planned action were moved by 2012 1st sp.s. c 1 from RCW 43.21C.031 to RCW 43.21C.440.

Intent -- 2011 c 353: "It is the legislature's intent to provide local governments with more time to meet certain statutory requirements. Many cities and counties in Washington are facing revenue shortfalls, higher expenses, and more difficulty with borrowing money as a result of the economic downturn. The effects of the economic downturn on the budgets of local governments will be felt most deeply from 2010 to 2012. Local governments are facing the combined impact of decreased tax revenues, a falloff in state and federal aid, and increased demand for social services. With the loss of tax revenue and state and federal aid, local governments are being forced to make significant cuts that will eliminate jobs, curtail essential services, and increase the number of people in need. Additionally, local governments are struggling to comply with certain statutory requirements. Local governments want to comply with these statutory requirements, but with budget constraints, they need more time to do so. The legislature does not intend to remove any existing statutory requirement, but rather modify the time under which a local government must meet certain statutory requirements." [2011 c 353 § 1.]

Effective date -- Transfer of power, duties, and functions -- 2010 c 211: See notes following RCW 36.70A.250.

Effective date -- 2009 c 479: See note following RCW 2.56.030.

Intent -- 2006 c 285: "There is a statewide interest in maintaining coordinated planning as called for in the legislative findings of the growth management act, RCW 36.70A.010. It is the intent of the legislature that smaller, slower-growing counties and cities be provided with flexibility in meeting the requirements to review local plans and development regulations in RCW

36.70A.130, while ensuring coordination and consistency with the plans of neighboring cities and counties." [2006 c 285 § 1.]

Intent -- Effective date -- 2005 c 423: See notes following RCW 36.70A.030.

Intent -- 2005 c 294: "The legislature recognizes the importance of appropriate and meaningful land use measures and that such measures are critical to preserving and fostering the quality of life enjoyed by Washingtonians. The legislature recognizes also that the growth management act requires counties and cities to review and, if needed, revise their comprehensive plans and development regulations on a cyclical basis. These requirements, which often require significant compliance efforts by local governments are, in part, an acknowledgment of the continual changes that occur within the state, and the need to ensure that land use measures reflect the collective wishes of its citizenry.

The legislature acknowledges that only those jurisdictions in compliance with the review and revision schedules of the growth management act are eligible to receive funds from the public works assistance and water quality accounts in the state treasury. The legislature further recognizes that some jurisdictions that are not yet in compliance with these review and revision schedules have demonstrated substantial progress towards compliance.

The legislature, therefore, intends to grant jurisdictions that are not in compliance with requirements for development regulations that protect critical areas, but are demonstrating substantial progress towards compliance with these requirements, twelve months of additional eligibility to receive grants, loans, pledges, or financial guarantees from the public works assistance and water quality accounts in the state treasury. The legislature intends to specify, however, that only counties and cities in compliance with the review and revision schedules of the growth management act may receive preference for financial assistance from these accounts." [2005 c 294 § 1.]

Effective date -- 2005 c 294: "This act is necessary for the immediate preservation of the public peace, health, or safety, or support of the state government and its existing public institutions, and takes effect immediately [May 5, 2005]." [2005 c 294 § 3.]

Prospective application -- 1997 c 429 §§ 1-21: See note following RCW 36.70A.3201.

Severability -- 1997 c 429: See note following RCW 36.70A.3201.

Finding -- Severability -- Part headings and table of contents not law -- 1995 c 347: See notes following RCW 36.70A.470.

Definitions: See RCW 36.70A.703.

RCW 36.70A.130(2) does not apply to master planned locations in industrial land banks: RCW 36.70A.367(2)(c).

City Clerk

From: Heather Reynolds <heather@reynoldsattorney.com>
Sent: Tuesday, October 06, 2015 12:12 PM
To: clerk@ilwaco-wa.gov
Subject: RE: Comp Plan Public Hearing and Council Discussion

Holly,

As I read this, you only have to provide an economic component to the plan if the funds for doing so are awarded you by whatever agency gave you the funds to do this update. The funds sufficient to cover your costs had to be appropriated by the legislature and distributed to you at least two years before your plan is/was due. I strongly doubt that appropriation happened. If you haven't received the money, and the grant funds you have received don't specify an economic component, then an economic component is not required. (It's good to have, but not mandated).
Heather

From: City Clerk [mailto:clerk@ilwaco-wa.gov]
Sent: Tuesday, October 06, 2015 10:58 AM
To: 'Heather Reynolds' <heather@reynoldsattorney.com>
Subject: FW: Comp Plan Public Hearing and Council Discussion

Hi Heather,

Do you have any thoughts?

Holly Beller
Deputy City Clerk
City of Ilwaco
360-642-3145
clerk@ilwaco-wa.gov
www.ilwaco-wa.gov



*City of Ilwaco is an equal
opportunity provider and employer*

From: John Kliem [mailto:jmkliem@comcast.net]
Sent: Tuesday, October 06, 2015 10:34 AM
To: clerk@ilwaco-wa.gov
Subject: RE: Comp Plan Public Hearing and Council Discussion

<http://app.leg.wa.gov/WAC/default.aspx?cite=365-196-435>

See highlighted section below.

WAC 365-196-435

Economic development element.

(1) Requirements.

(a) The economic development element should establish local goals, policies, objectives, and provisions for economic growth and vitality and a high quality of life. An economic development element should include:

(i) A summary of the local economy such as population, employment, payroll, sectors, businesses, sales, and other information as appropriate;

(ii) A summary of the strengths and weaknesses of the local economy defined as the commercial and industrial sectors and supporting factors such as land use, transportation, utilities, education, workforce, housing, and natural/cultural resources; and

(iii) An identification of policies, programs, and projects to foster economic growth and development and to address future needs. Identification of these policies, programs, and projects should include a summary of each.

(b) A city that has chosen to be a residential community is exempt from the economic development element requirement of this subsection.

(c) The requirement to include an economic development element is null and void until sufficient funds to cover applicable local governments costs are appropriated and distributed at least two years before the due date for the periodic review and update required in RCW 36.70A.130(1).

What is odd is that the RCW cited above is no longer in the code. You might want to talk to Commerce.

John Kliem
Creative Community Solutions, Inc.
Office: (360) 866-9325
Cell: (360) 790-6225
www.ccsolympia.com

CITY OF ILWACO
CITY COUNCIL AGENDA ITEM BRIEFING

- A. Meeting Dates: Council Workshop: Public Hearing:
Council Discussion Item: 10/12/15 Council Business Item:
- B. Issue/Topic: **Contract with Cowlitz-Wahkiakum Council of Governments for Planner Services**
- C. Sponsor(s):
1. David Jensen 2. Fred Marshall
- D. Background (overview of why issue is before council):
The Engineering/Planning Committee and the Mayor met with two applicants for the City Planner contract and has chosen to recommend the CWCOG for city planning services.
- E. Discussion (specific details relevant to the issue, pros/cons, alternatives and any other decision-making details)
1. Scope of Work is estimated at approximately 20 hours per month over the next 14 months.
2. Travel costs will be kept at a minimum with assistance from city staff for site visits and initial contacts.
3. CWCOG offers a rich history of services across SW Washington State, and is already working within Pacific County through the Regional Transportation Planning Organization. CWCOG can offer additional services if needed by the city.
- F. Impacts:
1. Fiscal: \$20,000 for planning expenses has been budgeted for 2016. 2015 Rates from CWCOG are located in the briefing material, rates for 2016 are not yet available.
2. Legal: This contract has been reviewed and approved by Heather Reynolds
3. Personnel:
4. Service/Delivery:
- G. Planning Commission: ☐ Recommended ☒ N/A ☐ Public Hearing on
- H. Staff Comments:
- I. Time Constraints/Due Dates:
- J. Proposed Motion: **I move to approve the mayor enter into contract agreement number 2015-204 with the Cowlitz-Wahkiakum Council of Governments for City of Ilwaco Planning Assistance.**

**CONTRACT AGREEMENT
FOR
CITY OF ILWACO PLANNING ASSISTANCE**

THIS AGREEMENT dated for reference purposes October 01, 2015 is entered into by and between the Cowlitz-Wahkiakum Council of Governments, a municipal corporation (hereinafter referred to as "COG"), and the City of Ilwaco (hereinafter "Agency"), collectively the "Parties" and individually the "Party."

RECITALS

WHEREAS, COG is a regional planning agency organized under RCW 36.64.080 to serve general and special purpose governments in the Cowlitz-Wahkiakum region; and

WHEREAS, the Agency is a city within the state of Washington and has certain planning obligations under the Growth Management Act; and

WHEREAS, the Agency has expressed the necessity for professional planning services as specified in the Scope of Work; and

WHEREAS, the COG is qualified to provide such professional planning services and maintains an experienced and skilled staff.

NOW, THEREFORE, IT IS MUTUALLY AGREED AS FOLLOWS:

1. PURPOSE

- 1.1 COG agrees to perform and complete the work as described in Exhibit A – Scope of Work (hereinafter referred to as "work"), attached hereto and by this reference made a part of this Agreement.
- 1.2 Agency agrees to reimburse COG for the work as provided in Section 3 of this Agreement and as defined in Exhibit B – Compensation Rate, attached hereto and by this reference made a part of this Agreement.

2. COG and AGENCY RESPONSIBILITIES

2.1 COG RESPONSIBILITIES

- 2.1.1 The COG shall provide to the Agency professional planning staff to fulfill the Scope of Work as outlined in Exhibit A.

2.2 AGENCY RESPONSIBILITIES

- 2.2.1 The Agency shall provide COG staff with applicable guidance, ordinances, background information and related documentation in its possession deemed necessary to accomplish the work as set forth in the Scope of Work, Exhibit A.

3. PAYMENT

- 3.1 Agency, in consideration of the faithful performance of the services to be provided by COG as described in Exhibit A – Scope of Work, agrees to reimburse COG for actual direct and related indirect costs of the work according to the rates, as established in this Agreement. Work is expected to be approximately 20 hours per month.
- 3.2 The compensation rate for services to be provided by COG is marked Exhibit B – Compensation Rates, and is attached hereto and by this reference made a part of this Agreement.
- 3.3 Upon request of COG and upon COG's submission to Agency of invoices and supporting materials as deemed appropriate by the Agency, payment shall be made by Agency to COG for expenses reasonably and necessarily incurred in performing the work. COG shall request

reimbursement not more than one time per calendar month from Agency. Reimbursed expenses may include travel, meals and overnight accommodations as might be required to attend meetings.

- 3.4 COG's request for reimbursement to the Agency shall detail the work accomplished during the current billing period, as well as a summary of the total costs billed to date. The invoice shall summarize all COG staff time and expenses.
- 3.5 To ensure payment, COG shall mail via United States Postal Service invoices and appropriate supporting materials to:
City of Ilwaco
PO Box 548 / 120 First Av N
Ilwaco, WA 98624
- 3.6 Agency shall make payment in full to COG within thirty (30) calendar days after its receipt of an appropriate invoice and appropriate supporting materials from COG.
- 3.7 If there is a change in scope of work to be performed by COG that results in an increase in costs in excess of cumulative estimated monthly hours allowed under section 3.1 herein, the Parties shall enter into an amendment to this Agreement to document the change in scope and to increase the hours reimbursable under this Agreement.
- 3.8 COG agrees to submit a final invoice to Agency within sixty (60) calendar days after COG has completed the work under the contract. At the time of final billing, all necessary adjustments will be made and reflected in the final payment. In the event that such final review or audit reveals overpayment to COG or under billings to Agency, COG agrees to refund any overpayment to the Agency within thirty (30) calendar days after receipt of an invoice from Agency and Agency agrees to reimburse the under billed amount to COG within thirty (30) calendar days after Agency's receipt of an invoice.

4. AMENDMENT

This Agreement sets forth the entire agreement between the parties with respect to the subject matter hereof and understandings, agreements, representations not contained in this Agreement shall not be binding on either Party. Either Party may request changes to the provisions of this Agreement. Such changes that are mutually agreed upon shall be incorporated by written amendment to this Agreement. No variation or alteration of the terms of this Agreement shall be valid unless made in writing and signed by authorized representatives of the Parties hereto.

5. TERM / TERMINATION

- 5.1 The term of this Agreement shall begin October 01, 2015 and terminate December 31, 2016, or earlier if agreed to in writing by the Parties, except as set forth below in this section. The term of this Agreement may be modified and continued by amendment for work beyond this date at the discretion of the Parties.
- 5.2 Either Party may terminate this Agreement at any time in the event the other Party fails to perform a material obligation of this Agreement or fails to perform any of the requirements of this Agreement, including, but not limited to, if either Party fails to make reasonable progress on the work or other violation of this Agreement that endangers substantial performance of the work. The Parties shall serve written notice of a Party's intent to terminate this Agreement setting forth in detail the reasons for such termination. The Party receiving such notice of intent to terminate shall be given the opportunity to remedy the default within fifteen (15) calendar days of receipt of such notice. If the default is not cured within the designated time period, this Agreement may be terminated immediately by written notice of the aggrieved Party to the other.

- 5.3 Either Party may terminate this Agreement for convenience and without cause upon thirty (30) days written notice to the other Party. The Agency shall pay in full for all services provided up to the date of termination of this Agreement.

6. PARTY CONTACTS

All contact between the Parties, including, but not limited to, Agreement administration, will be between the representatives of each Party or their designee as follows:

COG	AGENCY
William A. Fashing, Executive Director bfashing@cwco.org Financial/Contract Amendments Designee: Anisa Kisamore, Office Administrator akisamore@cwco.org Planning/Scope of Work Designee: Matt Buchanan mbuchanan@cwco.org	Mike Cassinelli, Mayor mayor@ilwaco-wa.gov Holly Beller, City Clerk clerk@ilwaco-wa.gov
CWCOG / Administration Annex 207 – 4 th Avenue North Kelso, WA 98626	City of Ilwaco PO Box 548 Ilwaco, WA98624
Telephone: (360) 577-3041 Facsimile: (855) 710-6381	Telephone: (360) 642-3145 Facsimile: (360) 642-3155

7. NOTIFICATION

Any notice required pursuant to this Agreement shall be in writing and shall be sent postage prepaid by U.S. Mail, return receipt requested, to the individual(s) identified in Section 6 herein unless otherwise indicated in writing by the Parties to the Agreement.

8. INDEMNIFICATION

- 8.1 Each Party to this Agreement shall protect, defend, indemnify, and hold harmless the other Party, its officers, employees, and agents, while acting within the scope of their employment as such, from any and all costs (including reasonable attorneys' fees and costs), claims, judgments, and/or awards of damages (both to persons and/or property), arising out of, or in any way resulting from, each of the Party's own negligent acts or omissions with respect to the provisions of this Agreement. No party will be required to indemnify, defend, or save harmless the other Party if the claim, suit, or action for injuries, death, or damages (both to persons and/or property) is caused by the sole negligence of the other Party. Where such claims, suits, or actions result from the concurrent negligence of the Parties, the indemnity provisions provided herein shall be valid and enforceable only to the extent of the Party's own negligent acts or omission. Each Party waives its immunity under Title 51 RCW to the extent it is required to indemnify, defend and hold harmless the other Party and its agencies, officials, agents or employees.
- 8.2 The indemnification obligation described in this section shall survive the termination of this Agreement.

9. DISPUTES

The designated representatives herein under Section 6 of this Agreement shall use their best efforts to resolve disputes between the Parties. If these individuals are unable to resolve a dispute, the Parties shall agree upon a third party to provide non-binding mediation of the issue prior to institution of litigation. Each Party shall bear its own costs and one-half of the cost of the third party mediator.

10. VENUE

This Agreement shall be deemed to be made in the County of Cowlitz, State of Washington, and the legal rights and obligations of the Parties shall be determined in accordance with the laws of the State of Washington. All legal actions in connection with this Agreement shall be brought in the superior court situated in the County of Cowlitz, State of Washington.

11. ATTORNEY FEES and COSTS

In the event a suit, or other proceeding of any nature whatsoever, including without limitation any proceeding under the U.S. Bankruptcy Code, is instituted, or the services of an attorney are retained to interpret or enforce any provision of this Agreement or with respect to any dispute relating to this Agreement, the prevailing party shall be entitled to recover from the losing party its attorneys', paralegals', accountants', and other experts' fees and all other fees, costs, and expenses actually incurred and reasonably necessary in connection therewith. In the event of suit, action, arbitration, or other proceeding, the amount thereof shall be determined by the judge or arbitrator, and shall include fees and expenses incurred on any appeal or review, and shall be in addition to all other amounts provided by law.

12. SEVERABILITY

If any provision of this Agreement or its application is held invalid, the remainder of the Agreement or the application of the remainder shall not be affected.

13. ASSIGNMENT

Neither this Agreement nor any interest therein may be assigned by either Party without first obtaining the written consent of the other Party.

14. NONDISCRIMINATION

No person shall, on the grounds of race, creed, color, national origin, sex, sexual orientation or handicapped condition, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under activities performed pursuant to this Agreement.

15. RECORD RETENTION and AUDIT

During the progress of the work and for a period of not less than six (6) years from the date of final payment to COG, the records and accounts pertaining to the services under this Agreement and accounting thereof shall be kept available for inspection and audit by the Parties, City, State and/or Federal Government, and copies of all records, accounts, documents, or other data pertaining to this Agreement will be furnished upon request. The Parties shall have full access to and right to examine and copy said records during normal business hours and as often as it deems necessary. The Parties agree that the services performed herein are subject to audit by either or both Parties.

16. COPYRIGHTS

Copyright of all material created by COG and paid for with funds as a part of this Agreement shall be deemed the property of the Agency authored by COG. Either Party may use the material and permit others to use such for any purpose consistent with the Party's respective mission. This material includes, but is not limited to, documents, reports, books, videos, pamphlets, sound reproductions, photographs, studies, surveys, tapes, and training material. Materials used to perform the services and create the deliverables of this Agreement that are not created for or paid for through this Agreement shall be owned by such party as determined by law. The legal owner thereof hereby grants a

perpetual, unrestricted, royalty free, non-exclusive license to the other party to use and to permit others to use for any purpose consistent with the respective mission of said material.

17. AUTHORIZED SIGNATURES

The undersigned acknowledge that they are authorized to execute this Agreement and bind their respective agencies to the obligations set forth herein.

18. COUNTERPARTS

This agreement may be executed in two or more counterparts, each of which shall be deemed an original, but all such counterparts shall constitute one agreement.

IN WITNESS HEREOF, the Parties have subscribed their names hereto effective as of the year and date first written above.

**COWLITZ-WAHKIAKUM
COUNCIL OF GOVERNMENTS**

CITY OF ILWACO, WASHINGTON

By _____
William A. Fashing, Executive Director
Dated: _____

By _____
Mike Cassinelli, Mayor
Dated: _____

ATTEST

ATTEST

By _____
Anisa Kisamore, Office Administrator
Dated: _____

By _____
Holly Beller, City Clerk
Dated: _____

APPROVED AS TO FORM

By _____
City Attorney
Dated: _____

**SCOPE OF WORK
FOR
CITY OF ILWACO PLANNING ASSISTANCE**

ESTIMATED HOURS:

For the purposes of this scope of work, direct labor is estimated at minimum of 280.0 hours of the project lead's time to be allocated to the following tasks. This is approximately 20 hours a month over 14 months. The balance of the contract may be applied to incidental costs or additional direct labor hours.

COORDINATION OF WORK:

The City Mayor in coordination with the City Clerk shall prioritize the work assigned to the COG Project Lead. The Project Lead will consult with the appropriate local, state and federal agencies and private interests in order to fulfill the request(s) of the aforementioned city representative(s). The City Clerk and COG Office Administrator shall provide financial oversight for the duration of this contract to maintain budgetary compliance.

ESTIMATED HOURS:

The workload is estimated at 20 hours per month with 14 hours for Planning Assistance and 6 for Code Updates.

1. PLANNING ASSISTANCE**1.1 WORK TASKS**

- 1.1.1 Attend regularly scheduled planning commission meetings as requested, and special workshops as necessary to transmit or develop a prioritized program; attend hearings and hearing examiner meetings; attend city council meetings and workshops upon request and when necessary to transmit planning commission recommendations with supporting rationale. Use of electronic meeting formats will be used when appropriate to avoid travel time.
- 1.1.2 Prepare staff reports with findings and recommendations for planning commission consideration on applications and State Environmental Policy Act (SEPA) review for proposals such as subdivisions, rezones, comprehensive plan amendments, street vacations, conditional and special uses, annexations, variances, critical areas permits, shoreline permits, boundary line adjustments, site plan reviews, building permits and tenant occupancy permits.
- 1.1.3 Present staff reports at applicable public hearings and assist the planning commission and city council in answering concerns of applicants and general public.
- 1.1.4 Assist with city ordinance and land use administration procedures; identify roles and responsibilities; and develop amendments as necessary. Maintain compliance with state and federal laws including the Growth Management Act and other ordinances.
- 1.1.5 Assist city staff with the review of environmental documents and threshold determinations for proposals inside the city's Urban Growth Boundary, as well as documents circulated by other agencies for proposals within and adjacent to the city's Urban Growth Boundary.
- 1.1.6 Provide assistance to city staff and the public in response to questions concerning land use and development.
- 1.1.7 Provide general assistance for such activities as researching special issues, attending special meetings and hearings on behalf of the city and attending city staff meetings as requested.

- 1.1.8 Assist the city in annexation requests, coordination and preparation for approval by city, county and state agencies.
- 1.1.9 Review land use permit applications, prepare staff report for city's use in making decisions for approval, disapproval, or approval with conditions on zoning requirements specified in the Ilwaco Municipal Code.
- 1.1.10 Prepare and provide PDF versions of GIS maps as required to support efforts under the scope of work

1.2 DELIVERABLE(S)

- 1.2.1 Planning staff attendance and participation at planning commission, hearings examiner and city council meetings, public hearings and workshops as requested and agreed upon.
- 1.2.2 Written staff reports and oral presentations on land use applications and proposals as noted in Work Tasks.
- 1.2.3 Consultation with city staff, the public and applicants as required regarding planning assistance matters.

2. CODE UPDATES

2.1 WORK TASKS

- 2.1.1 Review the city's zoning and other land use rules as needed or requested and prepare proposed revisions designed to implement applicable plans and policies as directed by the planning commission and/or city council.
- 2.1.2 Hold public hearings on the draft code changes and facilitate discussion and public participation.
- 2.1.3 Make final text corrections based upon public comment as directed by the planning commission or city council.
- 2.1.4 Submit proposed code changes to the planning commission or city council as appropriate. Conduct workshops and hearings with as necessary and make modifications as directed.

2.2 DELIVERABLES

- 2.2.1 Planning staff attendance and participation at planning commission and city council meetings, public hearings and workshops to review proposed code changes as requested and agreed upon.
- 2.2.2 Drafting of final code changes, and facilitation of discussion and public participation at hearings and workshops.

Cowlitz-Wahkiakum Council of Governments

2015 Officers, Committee Members & Representatives

Executive Committee

Open
Tom Hutchinson

Larry Mayfield, Chairperson
Open, Vice Chairperson
Susan Humbyrd, Past Chairperson

Michael Green
Bob Bagaason

Finance Committee

Bill Hallanger

Scott Westlund

Dell Hillger

Representatives and Alternates (voting)

Cowlitz County – 360-577-3020

Dennis Weber - weberd@co.cowlitz.wa.us
Joe Gardner - gardnerj@co.cowlitz.wa.us

City of Longview – 360-442-5004

Tom Hutchinson - tom.hutchinson@ci.longview.wa.us
Mary Jane Melink - maryjane.melink@ci.longview.wa.us

City of Castle Rock – 360-274-8181

David Vorse - crpwd@ci.castle-rock.wa.us
Ryana Covington - rcovington@ci.castle-rock.wa.us

City of Woodland – 360-225-8281

Susan Humbyrd - susanhumbyrd@gmail.com
Al Swindell - swindella@ci.woodland.wa.us

Cowlitz PUD – 360-423-2210

Kurt Anagnostou - kurta@cowlitzpud.org
Ray Johnson - rjohnson@cowlitzpud.org

Port of Longview – 360-425-3305

Bob Bagaason - bob.bagaason@portoflongview.com
Darold Dietz - darold.dietz@portoflongview.com

Port of Woodland – 360-225-6555

Jennifer Keene - jkeene@portofwoodland.com
Dale Boon - dboon@portofwoodland.com

Castle Rock School District – 360-501-2940

Susan Barker - sbarker@crschools.org
Erin Thompson - ethompson@crschools.org

Kelso School District – 360-501-1900

Scott Westlund - scott.westlund@kelsosd.org
Glenn Gelbrich - glenn.gelbrich@kelsosd.org

Wahkiakum County – 360-795-8048

Mike Backman - backmanm@co.wahkiakum.wa.us
Blair Brady - bradyb@co.wahkiakum.wa.us

City of Kelso – 360-423-1371

Dan Myers - dmyers@kelso.gov
Rick Roberson - rroberson@kelso.gov

City of Kalama – 360-673-4561

Mike Langham - jmdl4242@ymail.com
Adam Smee - asmee@kalama.com

Town of Cathlamet – 360-795-3203

Bill Talbott - talbott@townofcathlamet.com
Hannah Booth-Watts - booth-watts@townofcathlamet.com

Beacon Hill Water & Sewer District -360-636-3860

Dell Hillger - dhillger@bhwsd.org
Dean Takko - takko_de@leg.wa.gov

Port of Kalama – 360-673-2325

Troy Stariha - troy.stariha@portofkalama.com
Mark Wilson - mwilson@portofkalama.com

Wahkiakum Port District No. 1 – 360-795-3501

Jackie Lea - port1@cni.net
Bob Kizziar - port1com1@cni.net

Kalama School District – 360-673-5282

James Sutton - jim.sutton@kalama.k12.wa.us
Gerri Brewer - gerri.brewer@kalama.k12.wa.us

Longview School District – 360-575-7016

Larry Mayfield - lmayfield@longview.k12.wa.us
Chris Fritsch - cfritsch@longview.k12.wa.us

Woodland School District – 360-841-2700
Michael Green - greenm@woodlandschools.org
Stacy Brown - brownst@woodlandschools.org

Cowlitz 2 Fire & Rescue – 360-578-5218
Bill Hallanger - wlhallanger@kalama.com
Jon Olson - jsovotegop@msn.com

Cowlitz Fire District No. 5 – 360-673-2222
Victor Leatzow - vleatzow@cowlitzfd5.org
Dan Ulrich – dan.ulrich@cowlitzfd5.org

Associate Members (non-voting)

Lower Columbia College – 360-442-2100
Chris Bailey - cbailey@lowercolumbia.edu
Wendy Hall - whall@lowercolumbia.edu

Lower Columbia CAP – 360-425-3430
Ilona Kerby - ilonak@lowercolumbiacap.org
Michael Torres - michaelt@lowercolumbiacap.org

Cowlitz EDC – 360-423-9921
Ted Sprague - sprague@cowlitzedc.com
Scot Walstra - walstra@cowlitzedc.com

Longview Housing Authority – 360-423-0140
Chris Pegg - cpegg@longviewha.org
Jon Dieter - jdieter@longviewha.org

Kelso-Longview Chamber – 360-423-8400
Bill Marcum - bmarcum@kelsolongviewchamber.org

Wahkiakum Chamber – 360-795-9996
Shannon Gildea - wchamber@cni.net
Bill Wilkins – wmwilkins@windermere.com

City of Rainer, OR – 503-556-7301
Debra Dudley - ddudley@cityofrainer.com

Affiliate Members (non-voting)

City of Camas
Jennifer Gorsuch
jgorsuch@cityofcamas.us

City of Washougal
Jeanette Cefalo
jcefalo@ci.washougal.wa.us

City of Battle Ground
Tamara Gunter
tamara.gunter@cityofbg.org

CWCOG

STAFFING ASSIGNMENTS

MANAGEMENT:

William A. Fashing
Executive Director
bfashing@cwco.org

Melissa Taylor
Planning Manager
mtaylor@cwco.org

Anisa Kisamore
Office Administrator
akisamore@cwco.org

Responsible for the overall management and supervision of the Council of Governments

Responsible for providing oversight of agency planning work and guidance to the planning staff

Acts as Executive Director in his absence

Responsible for administrative oversight of all office operations and procedures including but not limited to human resources, fiscal, staff support, technology and communication systems

PLANNING:

Community Development: A Community Development Planner is a broad-based professional planner. They can conduct data research and analysis, prepare reports; work with local jurisdiction staff, committees, planning commissions and the public; assist with development of scopes of work and grant applications, author plans, studies, ordinances and make recommendations pertaining to land use, GIS, comprehensive planning, community development, housing, urban growth management, transportation, demographic information, economic development, environmental issues, and other regional and community planning areas.

Sam Rubin
Community Development Planner/GIS
srubin@cwco.org

Provides project support to the Planning Manager in the areas of housing and homelessness.

GIS Specialist providing support to all COG projects, members and community

Boundary Review Board

Matt Buchanan
Community Development Planner
mbuchanan@cwco.org

Kalama City Planner

Transportation project support including Coordinated Human Services Plan (HSTP) and Transportation Systems Plan (TSP), Transportation Alternatives Program (TAP) Lead

Don Mathison
Community Development Planner Part-time
dmathison@cwco.org

Rainier City Planner

Boundary Review Board Planner

Transportation: A Transportation Planner provides all the essential functions of a Community Development Planner but in the area of Transportation. Within the COG, this includes a variety of technical and procedural activities related to the five-county regional transportation planning program (Cowlitz, Wahkiakum, Grays Harbor, Pacific and Lewis Counties) and a federally designated metropolitan planning organization for an urbanized area (Longview, Kelso, Rainier).

Judith Donovan
Transportation Planner
jdonovan@cwco.org

All areas of Transportation including Unified Planning Work Program (UPWP), Regional Transportation Improvement Plan (RTIP), Metropolitan/Regional Transportation Plan (M/RTP) development Lead

Economic Development: An Economic Development Planner provides all the essential functions of a Community Development Planner but in the area of Economic Development. Within the COG, this includes assisting with the fulfillment of the grant requirements of the U.S. Economic Development Administration funding contract which includes, but is not limited to, producing a five (5) year Comprehensive Economic Development Strategies (CEDS) Report and annual updates, as well as aiding in the facilitation of the Southwest Washington Economic Development Commission (SWEDC).

Lisa Brosnan

Economic Development Planner/Community Development Planner

lbrosnan@cwccog.org

Castle Rock City Planner

All areas of Economic Development including CEDS development and implementation

ADMINISTRATIVE SUPPORT:

Randy Poole

Finance Assistant

rpole@cwccog.org

Katie Wells

Administrative Assistant

kwells@cwccog.org

Rachelle Nugent

Project Assistant

rnugent@cwccog.org

Responsible in aiding the Office Administrator in all fiscal and technology functions of the Cowlitz-Wahkiakum Council of Governments

Responsible in aiding the Office Administrator and staff in committee, production and media functions of the Cowlitz-Wahkiakum Council of Governments

Responsible for aiding the Office Administrator and staff with special projects

Provides project support to the Planning Manager in the areas of housing and homelessness

Stormwater

Ilwaco's stormwater system consists of a system of above and below ground conveyance systems. There are 11,400 linear feet of storm pipe served by 170 catch basins within primarily in city center. Open ditches convey stormwater elsewhere in the community. The city operates a stormwater utility fund to cover the costs of maintaining and improving the system.

City Buildings

Other buildings supporting municipal activities or services include:

- City Hall administrative offices and City Shop, 120 First Avenue
- The Ilwaco Community Center, which contains the Timberland Regional Library Branch and meeting space facilities for the City Council and public
- Ilwaco Fire Department, 301 Spruce Street

Law Enforcement

The City of Ilwaco contracts with City of Long Beach for police services.

Fire Protection

The Ilwaco Volunteer Fire Department is an all-volunteer department with a staffing of 28.

Solid Waste Management

Peninsula Sanitation Services provides waste management within the city limits.

Parks

The city park system consists of Ilwaco City Park and Black Lake Park. The Ilwaco City Park, located on the east end of Spruce Street, is approximately 2.5 acres in area and has a softball field, a soccer field, swings and playground equipment, a tennis court, and a basketball court. Other amenities include picnic tables, two covered shelters, and restrooms.

Black Lake Park is approximately 47 acres in size along the shores of Black Lake. Black Lake itself is 30 acres. The park has paved parking, restrooms, a covered picnic shelter, and a multi-use trail. A boat launch and three small docks serve boating needs on the lake.

The Lewis and Clark Discovery trail is a joint venture between the Cities of Ilwaco and Long Beach and Washington State Parks. The 8.2-mile long, partially paved trail serves both pedestrians and bicycles.

Urban Services Provided by Special Use Districts

Ocean Beach School District

The Ocean Beach School District #112 provides K-12 public education for students in the Ilwaco/Long Beach area. The school district has an enrollment of 945 students in four schools. The district's high and middle schools are in Ilwaco while elementary school children attend Long Beach Elementary in Long Beach.

Pacific County Public Hospital District No. 3

The Pacific County Public Hospital District No. 3 operates the Ocean Beach Hospital in Ilwaco. The 15-bed hospital, expanded and updated in 2009, provides 24-hour physician-staffed health care for a wide range of health care needs.

Transportation Element Profile

City Streets, Sidewalks, and Trails

Ilwaco's street system consists of arterials, major collectors, minor collectors, and local streets. Arterials move the bulk of the city's traffic at relatively higher speeds. Arterials in the city include:

- First Avenue North (SR 101); 3,774 feet
- Spruce Street East (SR 101); 2,953 feet
- SR 101; 9,245 feet
- Captain Robert Gray Drive (SR 100); 4,138 feet

Major collectors provide connections between arterials and move traffic at speeds slower than arterials. Major collectors in the city include:

- Second Ave. SW; 1,355 feet
- Brumbach Ave. NE; 1,307 feet
- North Head Road (SR 100 Loop); 4,705 feet
- First Ave S; 1,370 feet
- Elizabeth Ave SE; 583 feet
- Howerton Way SE (Port Roadway); 1,973 feet

- Spruce Street W; 416 feet

Local streets include all other paved and unpaved public streets that serve local traffic. There are approximately eight miles of local streets within the city.

Most streets in the city do not separate bicycle and vehicular traffic. While sidewalks do exist along some stretches of arterials, major collectors, and local streets in the older core of the city, they are absent elsewhere in the city. There is a need for additional sidewalks that connect the downtown core with the Port of Ilwaco. The Discovery Trail is the sole bicycle-pedestrian only route in the city.

State Highways

State highways in Ilwaco include SR 101 and SR 100. SR 101 is a major north-south highway that runs through the states of California, Oregon, and Washington. Road management and maintenance is the responsibility of the Washington State Department of Transportation (WSDOT). The highway is an important asset to the city's tourist economy and commercial activities.

SR 101 is a designated Washington State Scenic Byway known as the Pacific Coast Scenic Byway. WSDOT prepared a corridor plan in 1997 that provides guidance for managing the highway right-of-way. The intent of the plan is to promote tourism along the highway by protecting key resources and establish corridor management strategies.

WSDOT collects data on average daily traffic (ADT) volumes for SR 101. The data shows that traffic has been growing about 4 to 5% annually.

SR 101 Location	2011	2012	2013	2014
MP 9.39 before junction with SR 101 Alternate Route	5,600	5,500	5,700	6,000
MP 11.57 before junction with SR 100 – First Avenue SE	3,000	3,300	3,400	3,500
MP 11.57 after junction with SR 100 – First Avenue SE	4,600	4,700	4,800	5,100

The traffic counts infer that a large percentage of travelers on SR 101 use the SR 101 Alternate cut-off to by-pass Ilwaco. Traffic also increases on First Avenue North towards Long Beach as opposed to westward on Spruce Street East. While this reduces traffic congestion in the city, it also creates a potential economic loss for local businesses that depend on tourist traffic.

SR 100 is 4.7-mile loop road serving Cape Disappointment State Park and Coast Guard Station Cape Disappointment. The highway intersects with SR 101 at 1st Avenue North. The last ADT volume data collected by WSDOT was in 2011, shown below.

SR 100 Location	2008	2009	2010	2011
MP 0.0 after junction with SR 101 First Avenue	2,100	2,100	2,100	2,100
MP 0.06 after junction with SR 100 Second Avenue	990	1,000	1,000	990
MP 2.95 before junction with state park spur	740	760	770	740
MP 2.97 after junction with state park spur	650	660	670	650
MP 4.68 before junction with SR 101 First Avenue	1,100	1,100	1,100	1,100

Forecasting Traffic Demand

The slow population growth rate in Ilwaco suggests that residents likely will not appreciably increase traffic congestion on local streets. However, it will be important to monitor traffic along SR 101 over the 20-year planning period to ensure that the highway has the capacity to handle increased growth. First Avenue North probably will experience the greatest increase due to tourism to Cape Disappointment State Park.

Port of Ilwaco Marina and Airport

The Port of Ilwaco owns and operates a marina for recreational and commercial vessels. The marina has 800 slips and upland facilities provide associated vessel repair and support services. The channel to the marina has a depth of -16 feet mean lower low mark. The US Army Corps of Engineers must perform regular maintenance on the channel to keep it connect the port to the Columbia River.

The port also operates the Port of Ilwaco Airport south of the Vandalia subdivision in Pacific County. The airport consists of an asphalt runway that is 2,070 feet long and 50 feet wide and equipped with pilot controlled medium intensity runway lights. The approaches to both runway ends are visual. There are approximately 4,800 operations annually but no aircraft use the airport as a base.

Utilities Element Profile

Electrical Power Supply

The Pacific County Public Utility District #2 is a community-owned utility that provides electrical service to all homes and businesses in the City of Ilwaco. The boundary for PUD #2 includes most of Pacific County. PUD #2 purchases all of its power supply from the Bonneville Power Administration.

The Hagen Substation, located at the top of Bear River Hill along SR 101 provides power to the city. This substation has a capacity of 15/20/25 Mva with a feeder lines to customers in Ilwaco.

The PUD distributes electricity within Ilwaco through above- and underground lines that it owns and maintains. The utility continues to convert aboveground lines to underground to increase system reliability when cost-effective. The utility anticipates no difficulties in meeting future demand for power in Ilwaco.

Telecommunications

CenturyTel provides landline telephone service within the city. Charter Communications provides cable TV service.

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Washington State Office of Financial Management. *Census 2010 Summary File 1*. Olympia, WA, August 2011.

On Line Resources:

City of Ilwaco. City of Ilwaco Website: <http://www.ilwaco-wa.gov/>.

History Link, The Free Online Encyclopedia of Washington State History. Ilwaco – Thumbnail History. http://www.historylink.org/index.cfm?DisplayPage=output.cfm&file_id=10055.

US Department of Agriculture, Natural Resources Conservation Service. Web Soil Survey: <http://websoilsurvey.sc.egov.usda.gov/App/HomePage.htm>

US Census, Department of Commerce. American Community Survey: <http://factfinder.census.gov/faces/nav/jsf/pages/searchresults.xhtml?refresh=t>.

US Census, Department of Commerce. American FactFinder:

<http://factfinder.census.gov/faces/nav/jsf/pages/index.xhtml>

US Department of Homeland Security, Federal Emergency Management Agency. View Your Community's Preliminary Flood Hazard Data: <http://www.fema.gov/view-your-communitys-preliminary-flood-hazard-data-o>

Washington Department of Fish and Wildlife. PHS on the Web:

<http://wdfw.wa.gov/mapping/phs/>

Washington Department of Fish and Wildlife. SalmonScape:

<http://apps.wdfw.wa.gov/salmonscape/>

Washington Department of Natural Resources. Geologic Information Portal:

<http://www.dnr.wa.gov/programs-and-services/geology/publications-and-data/geologic-information-portal>

City Clerk

From: Ojennus, Matthew (COM) <matthew.ojennus@commerce.wa.gov>
Sent: Thursday, October 08, 2015 7:34 AM
To: clerk@ilwaco-wa.gov
Subject: RE: Ilwaco Comprehensive Plan Review

Holly,

Since the Legislature has not provided funding for it, an economic development element is not required as part of the comprehensive plan. RCW 36.70A.070(9) is the state law reference for this.

I don't know who you are working with in terms of economic development policy. The Pacific Count EDC works specifically on helping communities with this. The executive director is Paul Philpot. His phone number is 360-642-9330. Also, the Long Beach Peninsula Visitors Bureau may be able to provide some assistance. Their phone number is 3630-642-2400.

Matt

From: City Clerk [mailto:clerk@ilwaco-wa.gov]
Sent: Wednesday, October 07, 2015 2:45 PM
To: Ojennus, Matthew (COM)
Subject: RE: Ilwaco Comprehensive Plan Review

Hi Matt,

I have a councilmember concerned with the lack of the economic development element in the new Comp Plan. From what John Kliem, and our city attorney can tell me, it looks as if it is not required because we did not receive funding for it at least two years before the date the required update is due. That of course is per WAC 365-196-435. Is this correct, and is there any further information I can provide council with so that they may feel comfortable moving this along? I am suggesting that we develop a stand-alone economic development policy for good measure.

Thanks for your time,

Holly Beller
Deputy City Clerk
City of Ilwaco
360-642-3145
clerk@ilwaco-wa.gov
www.ilwaco-wa.gov



*City of Ilwaco is an equal
opportunity provider and employer*

From: Ojennus, Matthew (COM) [mailto:matthew.ojennus@commerce.wa.gov]
Sent: Wednesday, September 23, 2015 7:49 AM
To: clerk@ilwaco-wa.gov

Cc: Weyl, Linda (COM) <linda.weyl@commerce.wa.gov>

Subject: Ilwaco Comprehensive Plan Review

Holly,

We don't have any comments on your draft comprehensive plan. Thanks for following up.

Matt Ojennus

Senior Planner, Growth Management Services

Local Government Division

Office: 360.725.4047

Cell: 360.292.3435

Washington State Department of Commerce

1011 Plum Street SE, Olympia, WA 98504

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ARTICLES OF ASSOCIATION COWLITZ-WAHKIAKUM COUNCIL OF GOVERNMENTS

WHEREAS, RCW 36.64.080 provides that the boards of county commissioners of any contiguous counties together with the governing bodies of any cities or towns located within such counties may establish and form a regional agency for the purpose of studying regional and governmental problems of mutual interest and concern; and

WHEREAS, the parties to these articles find it altogether appropriate to form an organization pursuant to this authorization to be known as the COWLITZ-WAHKIAKUM GOVERNMENTAL CONFERENCE, renamed January 1, 1992 as the COWLITZ -WAHAKIAKUM COUNCIL OF GOVERNMENTS;

NOW, THEREFORE, IT IS HEREBY RESOLVED:

I. NAME

The name of this association shall be the COWLITZ-WAHKIAKUM COUNCIL OF GOVERNMENTS, hereinafter referred to as the Council of Governments.

II. DURATION

This Council of Governments shall exist until it is dissolved by a majority vote of the full membership, provided the business of dissolution is listed on the agenda of a regularly scheduled meeting.

III. PURPOSES

The purpose of the Council of Governments shall be the study of regional governmental problems of mutual interest and concern to the general members and special members including but not limited to: Facility Studies on Highways; Public and Private Transit; Airports, Ports and Harbor Development; Water Supply and Distribution; Codes and Ordinances; Governmental Finance; Flood Control; Air and Water Pollution Control; sites for Schools and Educational Institutions; Hospitals and Health Facilities; Parks and Recreation; Public Buildings; and Land Use and Drainage. The Council of Governments shall carry out these purposes by formulating recommendations for review and action by the member counties, cities, towns and special districts.

IV. BOUNDARIES

The geographical boundaries of the Council of Governments for the purpose of membership shall be the boundaries of Cowlitz and Wahkiakum counties and the City of Rainier, Oregon.

V. MEMBERSHIP

There shall be four classes of membership: General, Special, Associate and Affiliate. General membership shall be open to any general purpose local government within the boundaries of the Council of Governments, including counties and incorporated cities and towns. Special membership shall be open to any special purpose district or quasi municipal corporation organized pursuant to state law and governed by a board of officials elected to serve that entity. Associate membership shall be open to any public agency or community non-profit organization which, upon approval of the Council of Governments, pays an annual membership fee. Affiliate membership shall be open to any general or special purpose local government, quasi-municipal corporation organized pursuant to state law and governed by a board of officials elected to serve that entity, and any public agency or community non-profit organization, all of which shall be outside but adjacent or nearby to the boundaries of Cowlitz and Wahkiakum counties, for the sole purpose of participation in no more than one project or program for which there will be an annual membership fee as determined by the CWCOC board.

VI. VOTING

The general and special membership shall have the following number of votes.

	General Voting Procedures	Special Voting Procedures
General Members		
Cowlitz County	1	4
Wahkiakum County	1	3
City of Longview	1	3
City of Kelso	1	2
City of Woodland	1	2
City of Castle Rock	1	2
City of Kalama	1	2
Town of Cathlamet	1	2
Special Members		
Cowlitz P.U.D.	1	1
Port of Longview	1	1
Port of Woodland	1	1
Port of Kalama	1	1
Wahkiakum Co. Port #1	1	1
Wahkiakum Co. Port #2	1	1
Beacon Hill Sewer District	1	1
Longview School District #122	1	1
Kelso School District #458	1	1
Woodland School District #404	1	1
Kalama School District #402	1	1
Castle Rock School District #401	1	1
Cowlitz 2 Fire & Rescue	1	1
Cowlitz County Fire District #5	1	1

All voting with respect to the general business of the Council of Governments shall be accomplished pursuant to the general voting procedures outlined above.

In the event any general or special member present at any vote shall so request, such vote shall be conducted pursuant to the special voting procedures outlined herein.

However, in no cases shall the total number of votes of all special members exceed one-half of the total number of votes of all general members; and

No member, general or special, shall be entitled to exercise any vote unless its share of the budget of the Council of Governments has been paid in a timely manner.

Associate and Affiliate membership shall be non-voting.

VII. BUDGET ALLOCATION

The preliminary budget of the Council of Governments shall be developed during the last four months proceeding the budget year. The final budget shall be approved by a majority of the combined membership present no later than the month of December of each year; provided, however, that nothing contained in these Articles of Association shall be deemed to compel any general or special member to contribute any amount to the Council of Governments other than the amount consented to by the governing body of that member. The Council of Governments shall consider the contribution of that entity and determine if and under what conditions shall be the status of their membership. At a minimum, the governing body, paying less than the amount to which it has agreed, shall have its voting privileges suspended (Section VI above).

VIII. OFFICERS

The officers of the Council of Governments shall be the Chairman, Vice-Chairman and Secretary. The Chairman and Vice-Chairman shall be elected according to the Bylaws from the general and special membership. The Director shall be the ex-officio Secretary to the Council of Governments. Associate and Affiliate membership shall be non-office holding.

IX. MEETINGS

Meetings of the Council of Governments shall be held at such times and places as set by the Bylaws. However, the Council of Governments shall meet during January of each year for the purpose of electing officers.

X. REPRESENTATION

Each general and special member shall designate a delegate and an alternate delegate. Each delegate shall represent the member at all meetings at which he or she is present and shall be entitled to vote all of the votes allocated to that member. Each alternate delegate shall have the same powers, privileges, and duties as the delegate for that member when that delegate is not present.

XI. ADMINISTRATION AND CONSULTANTS

The Council of Governments shall employ a Director to serve at its pleasure and may employ any consultants necessary to carry out its purposes. The Director's duties and responsibilities shall be as set forth in the Bylaws.

XII. CONTRACTS AND SERVICES

The Council of Governments may enter into any contract or other reasonable agreement with its members, the Federal Government, the State of Washington and Oregon, or any political division or agency of either, for the purpose of planning, or studying problems of mutual concern or receiving and allocating grants and other sources of revenue.

XIII. REORGANIZATION

The Cowlitz-Wahkiakum Regional Planning Commission is hereby dissolved. All of its assets, contracts and obligations are hereby transferred to, and assumed and accepted by the Cowlitz-Wahkiakum Governmental Conference renamed the Council of Governments.

XIV. AMENDMENTS

The Council of Governments is organized and created pursuant to RCW Chapter 36.64. The powers and privileges of general members are pursuant to the grant contained in said RCW Chapter 36.64. For that reason the powers and privileges of the special members shall be deemed as contractual grants by the general members and said grants shall be subject to alteration by amendment of these Articles by a majority vote of the general members. These Articles of Association shall be deemed a contract between the general members and the special members and shall not be amended unless such amendment is approved by a majority of the entire voting membership. Any amendment relating to matters other than the powers and duties of special members shall be approved by a majority vote of the general and special members. These Articles may be amended by majority vote of the entire voting membership at any regular or special meeting. All members shall be notified 30 days in advance of the meeting and that such notice shall include the contents of the proposed amendments.

XV. EFFECTIVENESS

These Articles of Association shall become effective upon the signature of the authorizing delegate of Cowlitz County, Wahkiakum County, and general members to provide a majority of the general governments in the Council of Governments region, where supported by the appropriate resolution of authority of said general governments. Each other general and special member shall acquire such privilege and duties as are specified herein upon endorsement of these Articles of Association where so authorized by the appropriate resolutions of authority of said general or special member.

Done this 21st day of March, 1974.

BOARD OF COUNTY COMMISSIONERS
OF COWLITZ COUNTY, WASHINGTON

B. Scheurich
Chairman (B. Scheurich)

James F. Berry
Commissioner (James F. Berry)

C. F. Gardner
Commissioner (C. F. Gardner)

BOARD OF COUNTY COMMISSIONERS
OF WAHIAKUM COUNTY, WASHINGTON

Robert E. Torppa
Chairman (Robert E. Torppa)

Leon J. Almer
Commissioner (Leon J. Almer)

William L. Canham
Commissioner (William L. Canham)

CITY OF LONGVIEW

BY: Preston Varney
(Preston Varney)

CITY OF KELSO

BY: Joe Wenaweser
(Joe Wenaweser)

CITY OF WOODLAND

BY: Walter Church, Jr.
(Walter Church, Jr.)

CITY OF CASTLE ROCK

BY: Michael D. Huson
(Michael D. Huson)

CITY OF KALAMA

BY: D. D. Saueressig
(D. D. Saueressig)

TOWN OF CATHLAMET

BY: Melvin E. Irving
(Melvin E. Irving)

COWLITZ P.U.D.

BY: Robert L. McKinney
ROBERT L. MCKINNEY

PORT OF LONGVIEW

BY: Ralph S. Nolte
(Ralph S. Nolte)

PORT OF WOODLAND

BY: William F. Schultz
(William F. Schultz)

PORT OF KALAMA

BY: Harlow Storedahl
(Harlow Storedahl)

WAHIAKUM COUNTY PORT DISTRICT #2

BY: J. T. Oman
(J. T. Oman)

BEACON HILL SEWER DISTRICT

BY: Lloyd Sverdrup
(Lloyd Sverdrup)


LONGVIEW SCHOOL DISTRICT #122

BY: Earl Hutchins
(Earl Hutchins)

KELSO SCHOOL DISTRICT #403

BY: Jack Elms
(Jack Elms)

Amended November 17, 1983.


Beryl Robison, Chairman
Cowlitz-Wahkiakum Governmental Conference

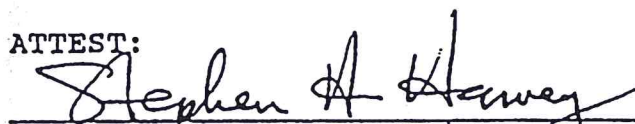
ATTEST:


Curtis R. Smelser, Secretary
Cowlitz-Wahkiakum Governmental Conference


Amended September 19, 1985


William K. Mills, Chairman
Cowlitz-Wahkiakum Governmental Conference


ATTEST:


Stephen H. Harvey, Acting Secretary
Cowlitz-Wahkiakum Governmental Conference

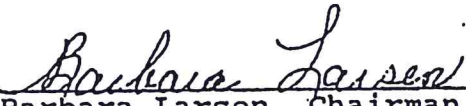
Amended July 21, 1988


O. Jack Elms, Chairman
Cowlitz-Wahkiakum Governmental Conference


ATTEST:


Stephen H. Harvey, Secretary
Cowlitz-Wahkiakum Governmental Conference

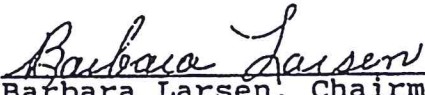
Amended September 19, 1991


Barbara Larsen, Chairman
Cowlitz-Wahkiakum Governmental Conference

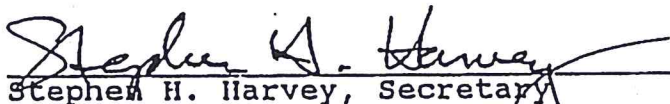
ATTEST:


Stephen H. Harvey, Secretary
Cowlitz-Wahkiakum Governmental Conference

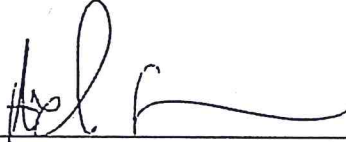
Amended December 19, 1991


Barbara Larsen, Chairman
Cowlitz-Wahkiakum Governmental Conference

ATTEST:

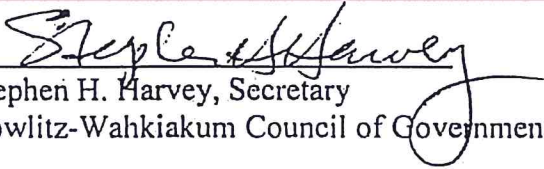

Stephen H. Harvey, Secretary
Cowlitz-Wahkiakum Governmental Conference

Amended October 28, 2010.



Axel Swanson, Chairman
Cowlitz-Wahkiakum Council of Governments

ATTEST:



Stephen H. Harvey, Secretary
Cowlitz-Wahkiakum Council of Governments

BYLAWS OF THE COWLITZ-WAHKIAKUM COUNCIL OF GOVERNMENTS

Section 1 Authority. These Bylaws are promulgated in compliance with the Articles of Association dated March 21, 1974, organizing the Cowlitz-Wahkiakum Governmental Conference, (amended November 17, 1983; amended September 19, 1985; amended July 21, 1988; amended December 19, 1991; January 29, 1993 and March 29, 2002; amended September 28, 2006; amended September 25, 2008) hereinafter January 1, 1992 to be known as the Cowlitz-Wahkiakum Council of Governments.

Section 2 Member Municipalities. The following units of general local government shall be regular charter members of the Cowlitz-Wahkiakum Council of Governments, formerly known as the Governmental Conference:

Cowlitz County
Wahkiakum County
City of Longview
City of Kelso

City of Woodland
City of Castle Rock
City of Kalama
Town of Cathlamet

The following special units of local government shall be special charter members of the Cowlitz-Wahkiakum Council of Governments, formerly known as the Governmental Conference:

Cowlitz P.U.D.
Kelso School District #458
Port of Woodland
Port of Kalama
Wahkiakum County Port District #1
Woodland School District #404
Castle Rock School District #401

Longview School District #122
Beacon Hill Sewer District
Port Longview
Wahkiakum County Port District #2
Cowlitz 2 Fire and Rescue
Kalama School District #458
Cowlitz County Fire District #5

Additional municipal corporations may join the Council of Governments at any time by submitting a resolution authorizing such membership which will be attached hereto.

Section 3 Bylaws in Compliance with Articles of Association. These Bylaws shall be in accord with the Articles of Association dated March 21, 1974 (Amended November 17, 1983; amended September 19, 1985; amended July 21, 1988; amended September 19, 1991; amended December 19, 1991; amended January 29, 1993 and amended March 29, 2002) and the Cowlitz-Wahkiakum Council of Governments shall have only those powers and purposes as set forth in such Articles.

Section 4 Officers. The officers of the Council of Governments shall be Chairman, Vice-Chairman and Secretary. The Chairman and Vice-Chairman shall be elected annually at the January meeting of the Council of Governments from among the representatives or alternate representatives of the members. The Director of the Council of Governments shall be ex-officio Secretary.

Section 5 Officers' Duties.

- A. The Chairman shall preside at all meetings, review and approve the agenda for such meetings, be authorized to approve budgeted expenditures and enter into approved contracts, call special meetings, set the time and place of meetings unless otherwise directed by the membership, establish committees and appoint members thereto, one of which shall be a three-member Finance Committee, officially represent the Council of Governments before other groups and agencies, and do such other acts as the membership may direct.
- B. The Vice-Chairman shall assume the powers and duties of the Chairman in the Chairman's absence.
- C. The Secretary shall maintain all records of the Council of Governments including necessary budget and finance records, shall be authorized to approve budgeted expenditures and enter into approved contracts, shall prepare agendas for and attend all meetings of the Council of Governments and record the proceedings, and shall issue such notices and reports as may be required.

Section 6 Executive Committee. There is hereby created one standing committee which shall be known as the "Executive Committee". Members of the Executive Committee shall be the Chairman, Vice-Chairman, Immediate Past Chairman, and four at large members to be elected at the first meeting of each year. The Chairman and Vice-Chairman shall automatically be the Chairman and the Vice-Chairman of the Executive Committee.

The Executive Committee shall be empowered to make decisions concerning routine executive and administrative matters referred by the Council of Governments or the Director; providing that all policy shall be developed by the Council of Governments. A member of the Council of Governments may request a vote of the entire membership on actions of the Executive Committee at its next regularly scheduled meeting following the Executive Committee action.

Section 7 Meetings. Regular meetings of the Council of Governments shall be held the fourth Thursday of each month unless notice is given of a different day. The November meeting shall be held on the third Thursday, due to the Thanksgiving holiday. Written notice of meetings shall be mailed to all representatives and alternates at least seven (7) days prior to the date of such meetings. Notice of special meetings, which may be called for by the Chairman, may be by telephone and all members shall be so notified. A quorum for the purposes of conducting meetings shall be a majority of the general and special members. Robert's Rules of Order shall be observed at all meetings.

Section 8 Budget Procedures. The Director and a Budget/Work Program Committee shall prepare, starting no later than September of the current year, a preliminary budget and work program for the ensuing calendar year. The annual work program shall consist of a narrative statement of the projects and activities to be undertaken by the Council of Governments and staff during the following year. The preliminary budget shall show the expected expenditures and revenue approved for the current year and recommended for the following year. Expenditures shall be divided into the major classifications of Salaries, Wages and Benefits, Supplies, Other Services and Charges, and Capital Outlay. The revenue section of such budget shall indicate by source the expected contribution of each participating member municipality and all other income.

Member fees: Member fees support the Regional Planning and Administration portion of the COG budget. Regional planning programs focus on topics and priorities recommended to the board by the COG Budget/Work Program Committee and COG director. The focus may change from year-to-year, as agreed upon by the Budget/Work Program Committee and board. Subjects and categories include but are not limited to census and demographic information and services, regional economic development, housing and homelessness, parks and recreation, intergovernmental coordination, substance abuse and youth development, and other topics of concern or importance to the region.

The COG member fee formula shall be established by the COG board, as recommended by the COG Executive Committee. The member fee formula designating how the budget is shared between general and special members shall be reviewed and, if necessary, amended every five years. Any changes to this element of the formula are subject to the notification and review time frame in the bylaws, Section 15 Amendments. The Executive Committee is responsible for conducting the review and recommending to the board any changes.

Certain portions of the fee shall be updated on an annual basis; this includes the portion paid by the general purpose governments which includes an average of percentages of the region's population, assessed value and sales tax distributions. In addition, special and associate member fees will be updated annually to reflect changes in the Consumer Price Index, measured June to June, Urban Wage Earners and Clerical Workers; all U.S., provided the agreed upon level of sharing of the budget between general and special members is generally maintained.

The COG director shall notify member jurisdictions of the preliminary estimate of their member fees no later than the end of September each year. Member jurisdictions, in turn, shall notify the COG director no later than the end of October each year of the ability of the member to provide its requested budget share. In any case, the COG director shall notify member jurisdictions of their budget share(s) within the budget development time frames of the member jurisdictions.

Budget review, approval: The Council of Governments, at its regular November meeting, shall review the preliminary budget and, if changes are necessary, refer it back to the Budget/Work Program Committee with directions for changes as appropriate. Such preliminary budget shall thereafter be transmitted to the governing bodies of the member municipalities, requesting that such municipalities consider the financial needs of the Council of Governments in their annual budgets.

At the regular meeting held no later than December, the Council of Governments shall review the final budget for the ensuing year, make such additional changes as may be required, and approve said budget. Thereafter, copies of such finally approved budget shall be forwarded to the Cowlitz County Auditor and one copy to each member.

Budget amendments: The Council of Governments may amend its budget from time to time during the year, provided, that copies of such changes shall be filed with the Cowlitz County Auditor, and further provided, that at no time may the Council of Governments budget expenditures exceed funds available or reasonably expected.

Section 9 Expenses and Lawful Claims Against Expenditures. The Secretary shall sign the vouchers/expenditures of the Council of Governments, which then shall be reviewed by one or more members of the Finance Committee, whom shall sign the Voucher Approval Form. The form shall then be presented at the monthly meeting for approval by the membership, after which the Chairman and Secretary shall sign the form.

Section 10 Financial Reports. Quarterly, the Secretary shall prepare and mail to each representative and alternate a report of budget expenditures to date and balances remaining in each budget classification.

Section 11 Fiscal Agency. All funds of the Council of Governments shall be deposited with the Cowlitz County Treasurer to the account of the Council of Governments. The Chairman and Secretary of the Council of Governments are authorized to request the Cowlitz County Treasurer to invest surplus funds. Annual contributions of the participating municipalities shall be made as soon as possible after January 1 of each year and shall be made payable to the Cowlitz-Wahkiakum Council of Governments. Disbursements shall be made only by the Cowlitz County Treasurer upon warrants drawn by the Cowlitz County Auditor and approved by the appropriate certifying officers of the Council of Governments.

Section 12 Voting. All matters coming before the Council of Governments except the amendment of the Articles of Association and these Bylaws, shall be decided by a majority vote of the representatives of the general and special members present, subject to the requirements of the Articles of Association dated March 21, 1974 (Amended November 17, 1983; amended September 19, 1985; amended July 21, 1988; amended September 19, 1991; amended December 19, 1991; amended January 29, 1993 and amended March 28, 2002). If the representative of any member is absent, the alternate may act in his or her place.

Section 13 Staff. Subject to the restrictions of the annual budget, the Council of Governments may engage a Director. The Director shall be selected with the approval of the majority of the representatives of the Council of Governments and may be removed by a majority vote of the entire membership. The representatives of the Council of Governments may, by providing appropriate funds in the annual budget, authorize the Director to engage such personnel as the

work of the agency may require. General personnel policies and regulations shall be as established now, unless otherwise specified by the Council of Governments. Permanent employees shall be selected in accordance with procedures approved by the Executive Committee.

Section 14 Annual Reports. The Council of Governments shall adopt an annual report for the preceding year at the first meeting of each year.

Section 15 Amendments. These Bylaws may be amended by majority vote of the entire voting membership at any regular or special meeting. All members shall be notified 30 days in advance of the meeting and that such notice shall include the contents of the proposed amendments.

999 BYLAWS SH09-08

Approved and adopted this 21st day of March, 1974.

s/ Michael D. Huson
Chairman,
Cowlitz-Wahkiakum Governmental Conference

s/ Ralph Nolte
Vice Chairman
Cowlitz-Wahkiakum Governmental Conference

Attest:

s/ Fred L. Dayharsh
Secretary
Cowlitz-Wahkiakum Governmental Conference

Amended November 17, 1983.

Beryl Robinson
Beryl Robinson, Chairman
Cowlitz-Wahkiakum Governmental Conference

ATTEST:

Curtis R. Smelser
Curtis R. Smelser, Secretary
Cowlitz-Wahkiakum Governmental Conference

Amended January 29, 1993

Margaret Strüebby
Margaret Strüebby, Chairman
Cowlitz-Wahkiakum Council of Governments

ATTEST:

Stephen H. Harvey
Stephen H. Harvey, Secretary
Cowlitz-Wahkiakum Council of Governments

Amended March 24, 1994

Roger B. Smith
Roger B. Smith, Chairman
Cowlitz-Wahkiakum Council of Governments

ATTEST:

Stephen H. Harvey
Stephen H. Harvey, Secretary
Cowlitz-Wahkiakum Council of Governments


Amended March 28, 2002

J. Bill Lehning
J. Bill Lehning, Chairman
Cowlitz-Wahkiakum Council of Governments


ATTEST:

Stephen H. Harvey
Stephen H. Harvey, Secretary
Cowlitz-Wahkiakum Council of Governments

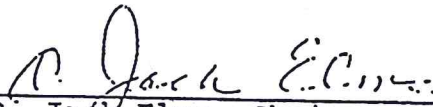
Amended September 19, 1985


William K. Mills, Chairman
Cowlitz-Wahkiakum Governmental Conference


ATTEST:


Stephen H. Harvey, Acting Secretary
Cowlitz-Wahkiakum Governmental Conference

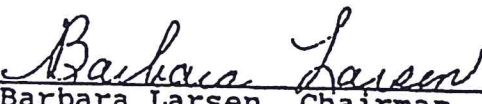
Amended July 21, 1988


O. Jack Elms, Chairman
Cowlitz-Wahkiakum Governmental Conference

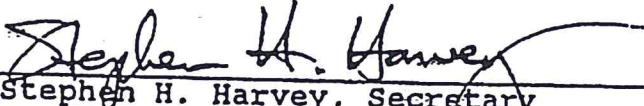
ATTEST:


Stephen H. Harvey, Secretary
Cowlitz-Wahkiakum Governmental Conference

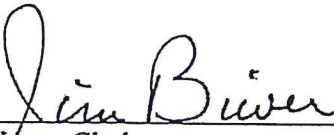
Amended December 19, 1991


Barbara Larsen, Chairman
Cowlitz-Wahkiakum Governmental Conference

ATTEST:

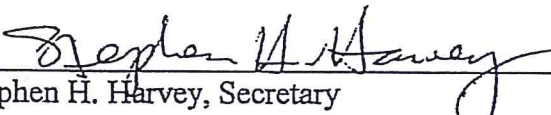

Stephen H. Harvey, Secretary
Cowlitz-Wahkiakum Governmental Conference

Amended September 28, 2006



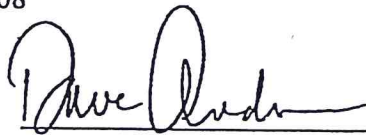
Jim Biwer, Chairman
Cowlitz-Wahkiakum Council of Governments

ATTEST:



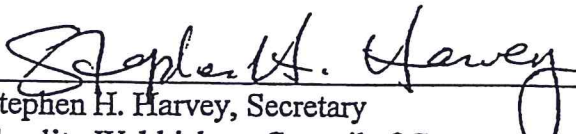
Stephen H. Harvey, Secretary
Cowlitz-Wahkiakum Council of Governments

Amended September 25, 2008



Dave Andrew, Chair
Cowlitz-Wahkiakum Council of Governments

ATTEST:



Stephen H. Harvey, Secretary
Cowlitz-Wahkiakum Council of Governments

Boards & Committees of the Cowlitz-Wahkiakum Council of Governments

Southwest Washington Regional Transportation Planning Organization (SWRTPO) - Quarterly
The SWRTPO is comprised of five southwest Washington counties: Cowlitz, Grays Harbor, Lewis, Pacific and Wahkiakum. CWCOG transportation planning staff works with the counties' local agencies to carry out a wide array of regional transportation planning activities and related issues, prioritizing needs, and assisting in securing funds to complete projects that keep the regional transportation network up to date. The SWRTPO is facilitated by CWCOG staff and is funded through Washington State Department of Transportation (WSDOT).

Metropolitan Planning Organization (MPO) - Monthly

The MPO is charged with carrying out major transportation network improvements implemented by the participating local governments of Longview, Kelso and Rainier, Oregon. As the lead agency, the CWCOG transportation planning staff works closely with local agencies, ports, and private sector representatives and stakeholders in the development of transportation planning activities within the urbanized area. The CWCOG Board acts as the MPO policy board, and is funded through federal transportation and local monies.

Cowlitz Area Technical Advisory Committee (CATAC) - Monthly

The CTAC provides policy review and guidance to activities and projects that will require action or adoption by the SWRTPO and MPO Boards and/or local jurisdictions. The CTAC is facilitated by CWCOG staff, and is funded through WSDOT.

Southwest Washington Economic Development Commission (SWEDC) - Quarterly

The SWEDC (formerly CLEDD) provides guidance for regional economic planning and funding research for counties, cities, ports, unincorporated towns, the Cowlitz Tribe and the chambers of commerce within Cowlitz, Wahkiakum, and Lewis counties. The SWEDC board reviews, prioritizes and updates project and planning lists, economic data and progress for the region. As lead agency, CWCOG economic development staff facilitates the work of the SWEDC working closely with participating agencies developing sustainable long-range planning efforts focused on the economy, equity and environment in order to advance the quality of place desired by residents and businesses. Activities are funded by federal economic development monies and local match.

Regional Housing Advisory Committee - Quarterly

The Regional Housing Advisory Committee is a coalition of local agencies promoting the preservation and development of a full range of affordable housing opportunities within Cowlitz and Wahkiakum Counties. The Regional Housing Advisory Committee is facilitated and funded by CWCOG and its membership.

Housing First! Coalition - Monthly

The Housing First! Coalition strives to prevent and eliminate homelessness through collaboration and systems change, and to empower families and individuals to achieve a stable living environment. The Coalition is facilitated by CWCOG staff and funded through contract with Cowlitz County.

Medical Rate Stabilization Committee - Quarterly

The Medical Rate Stabilization Committee is a recognized risk pool based on the combined size of participating members. The committee's responsibility is to guide the CWCOG's Medical Insurance Rate Stabilization Program and report to the CWCOG board and governing bodies of participating jurisdictions the projected direction of medical insurance programs and future premiums. The Committee is facilitated by Interwest Benefit Consultants, Inc. and funded by membership.

Southwest Washington Wellness Committee – As Needed

A sub-committee of the Medical Rate Stabilization Committee, the Southwest Washington Wellness Committee designs and recommends wellness activities and programs promoting healthy life choices in order to improve employee health and bring stability to the rating factors that establish the annual medical premiums for participating agencies. The Wellness Committee is facilitated by Interwest Benefit Consultants, Inc. with activities and programs funded through Kaiser Northwest Health Foundation.

Regional Information Forums (RIF) – Every Other Month (Cowlitz) Quarterly (Wahkiakum)

Regional Information Forums, which are open to the public, are held alternately in both Cowlitz and Wahkiakum counties where government agencies, public and private industries, and legislators come together to discuss regional issues. The RIFS are facilitated by CWCOC staff and funded by CWCOC membership.

Additional information can be found on our website: www.cwcog.org.

**COMPENSATION RATES
FOR
CITY OF ILWACO PLANNING ASSISTANCE**

The following rates are applicable to the 2015 calendar year.

PROJECT LEAD:

<i>Position</i>	<i>Rate</i>
Planner II, Matt Buchanan	46.62 - 57.06

SERVICE COORDINATION RATES:

<i>Position</i>	<i>Rate Range</i>
Planning Manager	71.39 - 106.69
Planner III	54.08 - 64.03
Planner II	48.34 – 57.06
Planner 1 – GIS	39.85 - 48.63
Support Staff	34.95 – 57.23



Administration Annex ~ 207 4th Avenue N. ~ Kelso, WA 98626-4195
(360) 577-3041 ~ Fax (360) 425-7760 ~ www.cwcog.org

AGENCY PROFILE

The Cowlitz-Wahkiakum Council of Governments was originally formed in 1961 under RCW 36.70.060 as the Cowlitz Regional Planning Commission. It re-organized in March 1974 pursuant to RCW 36.64.080 as the Cowlitz-Wahkiakum Governmental Conference, and in January of 1992, voted to change its name to the Cowlitz-Wahkiakum Council of Governments (CWCOG). Today CWCOG operates under the laws of the state of Washington applicable to a council of governments.

The CWCOG is a joint governmental agency composed voluntarily of local governments in Washington State's Cowlitz and Wahkiakum counties and Oregon State's City of Rainier for the purposes of addressing regional and governmental issues in the local area(s). In the area of economic development, the CWCOG, through the Southwest Washington Economic Development Commission, includes Lewis County and for transportation, through the Regional Transportation Planning Organization, we add Pacific and Grays Harbor Counties as well.

The CWCOG Board represents 31 entities from counties, cities, school districts, utility districts, ports, fire districts, economic development councils, a community college and other non-profit agencies in or near Cowlitz and Wahkiakum counties. It provides a forum for members to work together on issues which cross jurisdictional lines and require cooperative resolution. In addition, the agency itself provides planning and technical services in the areas of transportation, economic development and community development to facilitate those issues and provide additional support to our members.

MEMBERSHIP

General Purpose Governments

Cowlitz County
Wahkiakum County
City of Longview
City of Kelso

City of Woodland
City of Castle Rock
City of Kalama
Town of Cathlamet

Special Purpose Governments

Cowlitz PUD
Port of Kalama
Port of Longview
Port of Woodland
Wahkiakum Port District No. 1
Beacon Hill Water & Sewer District
Cowlitz 2 Fire and Rescue

Cowlitz County Fire District No. 5
Castle Rock School District #401
Kalama School District #402
Kelso School District #458
Longview School District #122
Woodland School District #404

Associate Members

City of Rainier, Oregon
Cowlitz Economic Development Council
Longview Housing Authority
Lower Columbia College

Lower Columbia Community Action Program
Kelso Longview Chamber of Commerce
Wahkiakum Chamber of Commerce

Affiliate Members

City of Camas
City of Washougal

City of Battle Ground

FINANCES

Funding for the CWCOG is provided through a combination of federal and state contracts and grants, member fees and local contracts. The CWCOG Board adopts an annual budget reflective of the goals, programs and projects administered by the agency and endorsed by the Board.

COMMITTEES

In addition to the CWCOG Executive Committee, there are several standing committees which address agency and regional issues. Current committees include: Transportation Advisory Committee, Housing Advisory Committee, Housing First Coalition, Southwest Washington Economic Development Commission, Medical Rate Stabilization Committee, Finance Committee and Nominating Committee. Other committees are formed as necessary.

STAFF POSITIONS

Management:
Executive Director
Planning Manager
Office Administrator

Planning:
Community Development Planners
Community Development Planner/GIS
Transportation Planners
Economic Development Planner

Support Team:
Finance Assistant
Administrative Assistant
Project Assistant

REPORTING INFORMATION

The CWCOG publishes several documents throughout the year to inform the membership and public of the work being done through and by the CWCOG. Such documents include:

- Weekly update sent out by the Executive Director to inform membership of project status and regional issues;
- Quarterly newsletter sent to membership and the public to keep them apprised of important regional matters, events and resources;
- Annually produced budget and year-end report; and
- News releases sent to Regional media sources as appropriate.

The newsletter and annual reports as well as board minutes and agendas and several program and project reports can be found on the CWCOG website.

MEETINGS

The CWCOG Board meets at 12:00 p.m. on the fourth Thursday of every month. All meetings are open to the public and participation is encouraged. Please refer to our website or newsletter for monthly locations.

For further information, please call (360) 577-3041 or visit our website at www.cwcog.org.

Office location: Administration Annex
207 4th Avenue North
Kelso, WA 98626

E-mail: cwcog@cwcog.org

2015 WORK PROGRAMS

BARS *Prj / Sys*
Code *Code* *Name*

10 ADMINISTRATION

- 997 Invoiced Trainings / Workshops
- 998 Reimbursed Services
- 999 General Administration

20 REGIONAL PLANNING

- 003 Community Development & Information Services
 - 004 Comprehensive Economic Development Strategies
 - 007 Intergovernmental Coordination
-

21 TRANSPORTATION PLANNING

- 021 MPO Program Management
- 022 MPO Data Collection and Analysis
- 023 MPO Planning Studies and Documents
- 025 Coordinated Human Services Plan
- 026 Regional Transportation Planning

22 CONTRACTUAL SERVICES

- 141 Cowlitz County Pathways 2020
- 142 Cowlitz County Housing First Implementation
- 143 Cowlitz County Boundary Review Board
- 233 Kaiser Permanente - Cowlitz Active Living Plan Grant
- 349 Longview Revolving Loan Program
- 866 Fire & Ice Scenic Byway
- 869 Economic Development District Program

60 LOCAL PLANNING ASSISTANCE

- 980 Castle Rock Planning Assistance
- 984 Kalama Planning Assistance
- 988 Rainier Planning Assistance